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## INVITATION FOR BID

### PSS RFP 26-012 Title 1 Teacher Program Coordinator

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for the **Title 1 Teacher Program Coordinator**.

The Scope of Work is available beginning **January 20, 2026** at the PSS Procurement & Supply Office located at the PSS Central Office, Capitol Hill, Building 1206, or you can download from the CNMI PSS Website at [cnmipss.org/request-proposals-invitation-bids](http://cnmipss.org/request-proposals-invitation-bids). Requests may also be sent via email to Mrs. Magiline Rena at [magiline.rena@cnmipss.org](mailto:magiline.rena@cnmipss.org) and to Mrs. Melba Vilaga at [melba.vilaga@cnmipss.org](mailto:melba.vilaga@cnmipss.org)

Questions must be in writing and addressed to Mr. Michael Jason A. Babauta, Chief Procurement & Supply Officer, and may be sent via email to [michael.jason.babauta@cnmipss.org](mailto:michael.jason.babauta@cnmipss.org) no later than **January 29, 2026 at 4:30 p.m.** Addendum and response to questions will be no later than **February 03, 2026 at 4:30 p.m.** and can be viewed at [cnmipss.org/request-proposals-invitation-bids](http://cnmipss.org/request-proposals-invitation-bids) by clicking the Click to View More from the Additional Information and Documents.

Proposals must be placed in a sealed envelope marked **PSS RFP 26-012** containing one (1) original with three (3) copies and submitted to the PSS Procurement & Supply Office in Capitol Hill, Bldg.1206, no later than **February 10, 2026 at 02:00 p.m.** Any proposals received after the aforementioned date and time will not be accepted under any circumstances. The selected proposer will be subject to a Responsibility Determination pursuant to PSS Procurement Regulation §60-40-240.

The Public School System reserves the right to reject or cancel any and/or all proposals when such action is determined to be in the best interest of the Public School System.

/s/ Lawrence F. Camacho, Ed. D  
Commissioner of Education

/s/ Michael Jason A. Babauta  
Chief Procurement & Supply Officer

## **REQUEST FOR PROPOSALS**

### **PSS RFP26-012**

#### **Title I Teacher Program Coordinator for the CNMI Public School System**

#### **BACKGROUND:**

The PSS requires the services of a Title I Program Coordinator who will support the Federal Programs Office in managing the Title I program for eligible public and private school students. The purpose of Title I is to improve the academic achievement of disadvantaged or low-achieving students, including closing the achievement gap between socioeconomic groups. Title I provides supplemental education services to help students meet proficiency in reading and/or math.

#### **SCOPE OF WORK:**

The Title I Coordinator will execute Title I service delivery through a high level of support that includes coordinating with schools in the identification of eligible students, scheduling Title I teacher placements; reviewing quarterly progress reports and time sheets; performing onsite observations and monitoring student progress and teacher performance; monitoring instructional hours, number of classes and students serviced, the instructional methods used (providing recommendations on best practices); conducting formative and summative evaluations of Title I teachers and student progress in collaboration with regular classroom teachers, school administrators, and Central Office regarding student progress and student learning need on a monthly basis; attending meetings; and conducting presentations.

The CNMI Public School System (PSS) will contract with a Title I Coordinator who is a U.S. citizen or resident alien status. The Title I Coordinator must be a retired Master Teacher with 20+ years of education and teaching experience, a programmatic understanding of the Title I program and STAR Reading and Math and other assessments to measure, track and monitor student performance. The rate of pay shall be \$5,000 per month for 12 months or Sixty Thousand (\$60,000) annual. The Title I Coordinator must have a business license and must not have any conflict of interest or competing professional or personal interests and contracts which could affect their ability to act in the best interest of CNMI PSS.

#### **DUTIES AND RESPONSIBILITIES:**

- Collaborate with the Federal Program Officer in the implementation and monitoring of the Title I Program.
- Review Monthly invoices and timesheets of Title I teachers
- Review Monthly Progress Reports of Title I Teachers
- Review and assist title I Teachers in creating the class roster and class schedule by school

- Prepare and submit monthly monitoring report in the implementation of the Title I Program
- Prepare and submit Mid-term Growth Report of students STAR Reading and Math scores.
- Review regularly revised and updated class roster by school in reading and math
- Prepare and submit a comparative report of Title I students STAR Reading and Math scores after the second and third screening.
- Prepare and submit “End of the Year Achievement Report” of Title I students’ progress in STAR Reading and Math by school.
- Prepare and conduct monthly schedule and agenda for the Title I monthly meeting
- Collaborate with Title I teachers, principals and classroom teachers in the public and private schools in the preparation of class roster and schedule
- Monitor and report to FPO Title I Teachers’ compliance as to the total number of classes and total number of students per class per day.
- Create schedule for on-site and class observation to all the schools with assigned Title I teachers.
- Collaborate with OCI, AR&E, and FPO is providing professional development/training to all Title I teachers.
- Gather, analyze, interpret students’ assessment data and prepare graphs and charts of Title I students STAR Math and Reading growth reports.
- Create/Update the Title I Program Implementation Guidelines and monitoring Schedules to be used by all the Title I teachers.
- Attend Title I Program parent orientation and meetings.
- Coordinate with FPO in the preparation of school assignments of Title I teachers every school year.
- Maintains good relationships and establishes open lines of communication with Federal Program Officer, Title I Teachers, principals, parents, and classroom teachers and other department staff.
- Serve as Co-ombudsman for Equitable Services, which include Title 1 services.
- Performs other related jobs are required and/or directed by the Federal Program Officer.

**ABILITIES:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner
- Conflict resolution skills
- Strong organizational skills
- Possesses mature judgement
- Flexibility and adaptability
- Strong leadership skills
- Analyzing and Interpreting Data
- Proactive

## **CONDITIONS:**

The PSS will evaluate the contractor's products and performance monthly for each of the deliverables of the project. If the PSS finds that the objectives/deliverables have not been met or that the service provided by the contractor has not been satisfactory, the PSS may withhold payment and/or terminate the services of the contractor. All monthly documents and/or reports produced by the contractor will remain the property of the PSS and may not be used in any form without the prior written approval of the Commissioner of Education.

## **KEY PERSONNEL:**

It is essential that the contractor demonstrates that he/she is individually capable of and committed to the successful accomplishment of the work to be performed under this contract. Once assigned to the work under the contract, the contractor will be stationed at the Federal Programs Office and may rotate placement to different schools, as needed.

## **PERIOD OF CONTRACT:**

Any contract entered into as a result of this RFP will cover upon complete signatures of the contract up to one (1) year period and may be renewed at the discretion of the PSS for up to two (2) additional years.

## **RESPONSIBILITY DETERMINATION:**

An award of a contract will be made only to a proposer determined to be responsible pursuant to PSS PR Section 60-40-240.

## **EVALUATION CRITERIA:**

Proposals will be evaluated competitively based upon the information provided and contact with owners of previous projects.

### **1) Educational Qualification of Individual Firms (30 points)**

For the purpose of evaluating qualifications, interested proposers are requested to provide the following information:

- A description of the proposer's educational and professional background.
- A description of teaching experiences and knowledge of effective teaching methods, best instructional practices and developmentally appropriate classroom intervention activities in different grade levels/subjects taught.

Proposals will be evaluated competitively based on the information provided, taking into Account the needs and best interests of the CNMI PSS.

**2) Relevant Experience/Performance Record (30 points)**

For purposes of evaluating performance, interested contractors shall provide the following minimum information: A detailed history of prior work experience and any letters of recommendation or other references.

- Detailed history of prior teaching experience and other work related jobs.
- Letters of recommendations or other references. Include contact information, complete with names, addresses, and phone numbers.
- The Public School System (PSS) may contact references to obtain information Pertaining to the previous performances and accomplishments of the proposer.
- Interested proposers may list any other information related to the experience/performance record not specifically requested herein.

**3) Training, knowledge and skills (20 Points)**

- List of relevant professional development/training on education, assessment, teaching, different instructional practices, methodologies, and techniques.
- Knowledge of the various types of assessment programs adopted by PSS and private schools such as Renaissance, Achieve 3000, & etc.
- Computer skills in Microsoft word, Excel, and Outlook
- Skills in data analysis and interpretation of students' assessment scores in reading and math.

**4) Approach to the Project (20 points)**

PSS will evaluate the extent to which the proposer's submission demonstrates/reflects a full understanding of the needs of PSS in this RFP and the proposed approach to monitoring and evaluating the delivery of services to eligible Title I students.

**5) Cost (0 points)**

Price is not a factor as the monthly payment rate is predetermined.

The following documents must be submitted as appendices to the proposal:

- Copy of the Bachelor's Degree Diploma
- Verification of Employment or retirement record
- Resume
- Letters of recommendation from previous administrators or colleagues
- Business License
- Police Clearance
- Medical Certificate (to be submitted during the signing of the contract)