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REQUEST FOR PROPOSAL

PSS RFP 26-028 Webhosting and Management for the CNMI PSS Website

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for **Webhosting and Management for the CNMI Public School System Website**.

The Scope of Work is available beginning **July 02, 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. Requests may also be sent via email to Mrs. Magiline Rena at magiline.rena@cnmipss.org and to Mrs. Melba Vilaga at 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 no later than **July 21, 2026 at 4:30 p.m.** Addendum and response to questions will be no later than **July 23, 2026 at 4:30 p.m.** and can be viewed at 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 26-028** containing one (1) original with three (3) copies and submitted to the PSS Procurement & Supply Office in Capitol Hill, Bldg.1206, no later than **July 30, 2026 at 11:00 a.m.** Any proposals received after the aforementioned date and time will not be accepted under any circumstances. The selected proposer will be subject to 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/ Jacqueline P. Che
Acting, Commissioner of Education

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

REQUEST FOR PROPOSALS
Commonwealth of the Northern Mariana Islands Public School System
(CNMI PSS)

PSS RFP 26-028
WEBSITE DESIGN, HOSTING, CONTENT MANAGEMENT, AND
DIGITAL SERVICES PLATFORM

1. INTRODUCTION

The Commonwealth of the Northern Mariana Islands Public School System (CNMI PSS) is soliciting proposals from qualified firms or individuals to design, develop, host, maintain, secure, and support the CNMI Public School System website and associated digital service modules/systems.

The current CNMI PSS website is available at: www.cnmipss.org

CNMI PSS seeks a modern, secure, mobile-responsive, ADA-compliant, and scalable web platform that improves public communication, operational efficiency, transparency, and user engagement for students, parents, employees, applicants, vendors, and community stakeholders.

The selected proposer will provide a comprehensive website solution that includes design, web hosting, content management, training, maintenance, security, and integration of specialized modules/systems and portals.

2. PROJECT OBJECTIVES

The objectives of this project include:

- Modernize the CNMI PSS public-facing website.
- Improve accessibility, usability, and mobile responsiveness.
- Ensure compliance with ADA, OCR, FERPA, and applicable cybersecurity standards.
- Improve communication and information dissemination to students, staff, families, and the public.
- Streamline procurement and employment posting processes.
- Centralize policies, procedures, and operational documents.
- Provide searchable staff and department directory information.
- Improve website performance, analytics, security, and search engine optimization.
- Establish a training module/system for staff.

3. SCOPE OF WORK

The proposer shall provide all labor, materials, software, licensing, hosting, implementation, migration, training, support, and ongoing maintenance necessary to successfully implement and maintain the CNMI PSS website and related digital service modules.

The scope of work shall include, but is not limited to, the following:

A. Website Design and Development

The proposer shall:

- Design the CNMI PSS website with a modern, professional, and user-friendly interface.
- Develop a responsive website compatible with desktops, tablets, and mobile devices.
- Maintain the primary domain: www.cnmipss.org.
- Provide a scalable Content Management System (CMS) allowing authorized CNMI PSS personnel to update content.
- Develop clear navigation and information architecture.
- Provide multilingual support capability, if requested.
- Ensure compatibility with current browsers and devices.
- Migrate existing website content, files, media, and archives as needed.
- Implement site-wide search functionality.
- Provide forms management capabilities.
- Integrate social media feeds and multimedia content.
- Implement emergency alerts or announcement banner capabilities.

B. Website Hosting and Infrastructure

The proposer shall:

- Provide secure website hosting services.
- Maintain uptime reliability of at least 99.9%.
- Provide scalable cloud-based infrastructure.
- Maintain backup and disaster recovery systems.
- Provide SSL certificates and HTTPS encryption.
- Implement redundancy and failover protections.
- Monitor server performance and availability.
- Provide website performance optimization.
- Provide routine updates and patch management.
- Maintain domain and DNS support as needed.

C. Accessibility and Compliance

The proposer shall ensure compliance with:

- Americans with Disabilities Act (ADA)
- WCAG 2.1 AA accessibility standards
- OCR accessibility guidance
- FERPA privacy requirements
- Applicable federal and CNMI cybersecurity and privacy regulations

Accessibility requirements include:

- Keyboard navigability
- Screen reader compatibility
- Proper heading structure
- Alternative text for images
- Captioning support for video content
- Color contrast compliance
- Accessibility auditing and remediation support

D. Security Requirements

The proposer shall:

- Implement industry-standard cybersecurity protections.
- Utilize secure authentication and role-based access controls.
- Provide malware monitoring and threat detection.
- Implement routine vulnerability scanning and patching.
- Protect against unauthorized access, ransomware, and web attacks.
- Provide secure backup and recovery procedures.
- Support audit logging and monitoring.
- Maintain secure coding practices.
- Comply with applicable NIST cybersecurity principles and best practices.
- Ability to add restrictions to administrative dashboards for CMS and other modules/systems integrated into the Website solution.

E. Content Management and Support Services

The proposer shall:

- Work with CNMI PSS departments and programs to maintain content.
- Assist with proofreading and quality control.
- Provide ongoing technical and content support.
- Fix broken links, formatting issues, and outdated content.
- Support workflow approvals for content publishing.
- Provide monthly website maintenance reports.
- Send reminders to designated staff for content updates.

- Assist with digital communications and public relations strategies.
- Provide recommendations for ongoing website improvements.
- Customizable analytics dashboard and monthly reporting that includes website traffic, user engagement metrics, page performance, content effectiveness, and accessibility indicators. Reports shall identify trends, highlight opportunities for improvement, and provide actionable recommendations that enable CNMI PSS to optimize digital services, increase stakeholder engagement, and ensure critical educational information is effectively reaching students, families, employees, and community members.

4. REQUIRED WEBSITE MODULES/SYSTEMS

The proposed solution must include the following modules/systems and functionality:

A. Procurement Module/System

The procurement module shall provide:

- Public posting of Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Quotes (RFQs), and procurement notices.
- Downloadable procurement documents.
- Procurement calendar and deadlines.
- Vendor registration and notification options.
- Addendum and amendment posting.
- Award notices and procurement archives.
- Search and filtering capabilities.
- Ability for authorized staff to manage procurement postings.

B. Job Vacancy Module/System

The job vacancy module shall provide:

- Public listing of employment opportunities.
- Position filtering by department, location, category, and status.
- Search functionality.
- Online application submission capability or integration with existing systems.
- Downloadable job descriptions and forms.
- Automated posting expiration options.
- Applicant instructions and hiring information.
- Administrative dashboard for HR staff.

C. Policy and SOP Portal/Module/System

The policy and SOP portal shall provide:

- Centralized repository for policies, procedures, SOPs, manuals, and administrative guidance.
- Organized categories and searchable indexing.
- PDF and document viewing capability.

- Version control and archival functionality.
- Department-level organization.
- Public and restricted-access content options.
- Easy administrative uploading and management.

D. Directory Information Module/System

The directory module shall provide:

- Searchable staff and department directory.
- Department and school contact listings.
- Staff profiles with titles, phone numbers, and email addresses.
- School locations and contact information.
- Administrative control for updating directory information.
- Mobile-friendly directory access.
- Optional integration with existing directory systems or databases.

E. Training Module/System

The training module shall provide:

- Searchable PSS trainings
- Ability to track if staff has completed training.
- Ability to print reports of training completion.
- Integrate with Google workspace for Education for identity log on.

*The modules/systems listed above represent the minimum functional requirements of the CNMI PSS. Proposers may propose alternative solutions, platforms, or configurations, provided they demonstrate that the proposed solution delivers equivalent or superior functionality and effectively addresses CNMI PSS operational, administrative, and public service needs. Any alternative solution must clearly identify how each required functionality is met or exceeded.

5. TRAINING REQUIREMENTS

The proposer shall:

- Provide administrator and end-user training.
- Provide onboarding training for departmental content managers.
- Include the number of training hours included in the proposal.
- Identify costs for additional training sessions, if applicable.
- Provide training documentation and user guides.
- Provide recorded training sessions if available.

6. TECHNICAL REQUIREMENTS

The proposer should demonstrate experience and proficiency in:

- Website Content Management Systems (CMS)
- Responsive web development
- HTML5, CSS3, JavaScript
- API integrations
- Cloud hosting environments
- Database technologies
- Web accessibility standards
- Cybersecurity best practices
- Search Engine Optimization (SEO)
- Analytics and reporting tools
- Graphic and user interface design
- Website troubleshooting and support
- FERPA and privacy compliance

Preference may be given to proposers with K-12 education experience and experience supporting public sector organizations.

7. DELIVERABLES

The proposer shall provide:

- Website design mockups and prototypes
- Fully developed and operational website
- Hosting and production environment
- Configured website modules and portals
- Content migration
- Administrator accounts and permissions
- Website documentation
- Training materials
- Maintenance and support plan
- Security and backup documentation
- Analytics and reporting setup

8. PROJECT TIMELINE

Proposers shall provide a proposed implementation timeline including:

- Discovery and planning
- Design phase
- Development phase
- Testing and QA
- Content migration
- Training

- Go-live deployment
- Post-launch support

CNMI PSS anticipates implementation completion within an agreed-upon timeframe after contract award.

9. PROPOSAL REQUIREMENTS

Interested proposers shall submit a proposal containing the following:

A. Company Information

- Legal business name
- Address and contact information
- Organizational overview
- Years in business
- Number of employees
- Relevant certifications or partnerships

B. Qualifications and Experience

- Relevant experience with similar projects
- Experience supporting educational institutions or government agencies
- Description of technical expertise
- Resumes of key personnel
- Examples of completed projects

C. Project Approach

- Understanding of CNMI PSS needs
- Proposed methodology and approach
- Technical architecture overview
- CMS platform description
- Hosting environment description
- Security approach
- Accessibility compliance strategy
- Maintenance and support approach
- Website Governance and Content Update Plan
 - Describe the proposed governance model for managing website content across CNMI PSS departments, schools, and programs.
 - Identify recommended roles and responsibilities for website administrators, departmental content managers, and school-level contributors.
 - Explain workflows for content creation, review, approval, publishing, and archival.
 - Describe methods for ensuring information remains accurate, current, and organized.

- Explain how content owners will be notified of outdated content and how periodic content reviews will be conducted.
- Describe any tools, dashboards, reporting features, or automated reminders available to support ongoing content maintenance.
- Provide recommendations for establishing content standards, governance policies, and long-term website sustainability.

D. References

Provide at least three (3) references for similar projects completed within the last five (5) years.

Include:

- Organization name
- Contact person
- Email address
- Telephone number
- Description of services provided

E. Cost Proposal

Provide detailed pricing including:

- Website design and development
- Hosting costs
- Licensing fees
- Module/system implementation costs
- Maintenance and support costs
- Training costs
- Optional services
- Hourly rates for additional work

Costs should clearly identify one-time and recurring expenses.

10. EVALUATION CRITERIA

Proposals will be evaluated competitively using the following criteria:

Evaluation Criteria	Points
Qualifications and Experience	15
Relevant Experience and References	15
Technical Approach and Understanding	10
Website Design and Functionality	10
Security and Accessibility Compliance	10
Cost Proposal	40
Total	100

11. CONTRACT TERM

The initial contract term shall be for two (2) years.

CNMI PSS may extend the contract for up to two (2) additional two-year periods upon mutual agreement.

12. OWNERSHIP OF WORK PRODUCT

All website content, documentation, configurations, deliverables, source materials, reports, and associated intellectual property developed under this contract shall become the property of CNMI PSS.

The selected proposer shall provide CNMI PSS with administrative ownership and access to:

- Website source files
- CMS administrative accounts
- Databases
- Domain settings
- Hosting environment access
- Analytics accounts
- Documentation
- Ability to export data/content

13. CURRENT WEBSITE REFERENCE

Current website: <https://www.cnmipss.org>

Proposers are encouraged to review the existing website structure, functionality, and content prior to submitting proposals.