



BOARD

Voting Members

Aschumar Kodep
Ogumoro-Uludong
Chairperson

Anthony
Dela Cruz Barcinas
Vice Chairperson

Antonio L. Borja
Secretary/Treasurer

Andrew L. Orsini
Member

Maisie B. Tenorio
Member

Non-Voting Members

Dora B. Miura, PhD
Teacher Representative

John S. Blanco
Non-Public School Rep.

Vinnie Juan Q. Sablan
Student Representative

PUBLIC SCHOOL SYSTEM

PO BOX 501370, SAIPAN, MP. 96950 • TEL (670) 237-3061 • FAX (670) 664-3845



www.cnmipss.org



[CNMI Public School System](#)



[cnmipss](#)



Lawrence F. Camacho, Ed.D
COMMISSIONER OF EDUCATION
pss.coe@cnmipss.org

REQUEST FOR PROPOSAL

PSS RFP 25-062

Tyler ERP & JDE Professional Services

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for the **Tyler ERP & JDE Professional Services for Finance Department.**

The Scope of Work is available beginning **October 02, 2025** 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 or 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 **October 10, 2025 at 4:30 p.m.** Response to questions will be no later than **October 15, 2025 at 4:30 p.m.** and can be viewed at cnmipss.org/request-proposals-invitation-bids by clicking to view Additional Information and Documents.

Proposals must be placed in a sealed envelope marked **PSS RFP 25-062** containing one (1) original with three (3) copies and submitted to the PSS Procurement & Supply Office in Capitol Hill, Bldg.1206, no later than **October 20, 2025 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

STUDENTS FIRST • EDUCATORS ALWAYS

All CNMI Public Schools are accredited by the North Central Association on Accreditation and School Improvement, an accreditation division of Cognia.

REQUEST FOR PROPOSALS

PSS RFP 25-062

“JD Edwards and Munis Financial Management System Consultant”

BACKGROUND

The PSS requires the services of a JD Edwards and Munis Computer Consultant to provide services as necessary to maintain the efficient operation of the JD Edwards Financial Management System and provide support for the Munis ERP conversion. The Consultant will assist the Commissioner of Education, Director of Finance, Director of Federal Programs, Director of Human Resources with all programs and possible interfaces with the JD Edwards Financial Management System & Tyler ERP. The Consultant selected must be able to perform and shall perform the following functions and deliver reports in a timely manner. The deliverables are:

1. Maintenance and repair of a sophisticated JD Edwards Financial Management System & Tyler ERP.
2. Modify and upgrade system to prepare for interfacing with an electronic archiving system leading to an eventual paperless financial system.
3. Assist with the preparation of a financial statement template in consultant with outside auditors.
4. Preparation of check runs, W2 Forms, and other special reports as requested by Director of Finance.
5. Provision of additional training for staff in the areas of processing and generating reports from JD Edwards & Tyler ERP to the following departments; Fiscal & Budget, Procurement & Supply, Human Resources and Federal Programs as deemed necessary by PSS.
6. Must provide an **entry level** Tyler ERP Standard Operating Procedures Desktop Manual to all Tyler ERP users for their daily guidance.
7. Must work closely in consultation with the Director of Finance on “Special Reports”.
8. Maintenance of Position Control on the HR module.
9. Maintenance of Tyler ERP Role-Based Security.
10. Maintenance of purchase requisition functions at the school and program level (local funding only).

11. Work with Procurement staff (Controlled Asset Specialist) to fully incorporate the Controlled Asset in the Fixed Assets module.
12. Provision of training for school on report writing.
13. Assist in Tyler ERP integration including training, data conversion and data requests.
14. Maintain in historical JDE data.
15. Perform other “special projects” as requested by the Commissioner of Education or Director of Finance.

CONDITIONS:

The PSS will evaluate the contractor’s products and performance 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; or for the convenience of PSS; the PSS may terminate the services of the contractor. The reports produced 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. All documents and/or reports submitted must be received in hard and electronic format.

KEY PERSONNEL:

It is essential that the contractor provide adequate staff of experienced personnel, or demonstrates that he/she is individually capable of and devoted to the successful accomplishment of the work to be performed and under this contract. Once assigned to work under the contract, key personnel will not be replaced without consideration of the impact on the contract, and without written approval of the Commissioner of Education.

EVALUATION CRITERIA:

1. Knowledge of JD Edwards Financial Management System and Tyler ERP System - (40 Points)
2. Experience Interfacing JD Edwards with other Electronic Management Systems - (30 Points)
3. COST. (30 Points)

COST:

PSS reserves the right to award a contract to other than the lowest priced proposer.

OWNERSHIP OF INFORMATION:

Title to all reports and other outputs performed by the contractor in performance of this agreement becomes the property of PSS. PSS has the exclusive right to reproduce, duplicate, disclose, and otherwise use all such products and reports made through this RFP.

CONTRACT DURATION:

Beginning on the date set in a Notice to Proceed and continuing for three hundred sixty-five (365) calendar days thereafter (unless earlier terminated) with an option to renew the contract for additional two (2) one (1) year periods should both parties agree.

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.