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Lawrence F. Camacho, Ed.D
COMMISSIONER OF EDUCATION
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REQUEST FOR PROPOSAL

PSS RFP #26-004

Assistive Technology Services for Special Education Program

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for **Assistive Technology Services for Special Education Program**.

The Scope of Work is available beginning **October 28, 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 **November 18, 2025, at 4:30 p.m.** Response to questions will be no later than **November 21, 2025, 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 26-004"** containing one (1) original with three (3) copies and submitted to the PSS Procurement & Supply Office, located at PSS Central Headquarters in Capitol Hill Bldg. 1206, no later than **November 25, 2025, at 4:30 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 an 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

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

PSS RFP 26-004
Assistive Technology Services
Special Education Program

1. General Information and Statement of Need

As required by the Individuals with Disabilities Education Act, the Public School System is required to provide Special Education and Related Services to students with disabilities, 3 through 21 years old, who are eligible for services. *Students with Disabilities* are those who have been identified as having a disability by qualified individuals and who require special education and related services necessary to benefit from their special education as required by the Individuals with Disabilities Education Act of 2004.

Assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device. *Assistive technology service* means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. Assistive Technology Services includes—

- The evaluation of the needs of a child with a disability, including a functional evaluation of the child in the child's customary environment
- Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by children with disabilities
- Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices
- Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs
- Training or technical assistance for a child with a disability or, if appropriate, that child's family
- Training or technical assistance for professionals (including individuals providing education or rehabilitation services), employers, or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of that child.

2. Scope of Work and Service Deliverables

Contractors will be required to perform the following scope of work;

1. Conduct Assistive Technology Evaluations of students referred for evaluations. The evaluations should include but is not limited to an assessment of the needs of a student with a disability, including a functional evaluation of the student in the student's customary environment

2. Conduct In-depth analysis of devices to assist a student with a disability in achieving an identified task or goal. An assessment of the student's functional abilities, limitations, needs and expectations. Review relevant student records and an assessment of the student's environmental factors including prior or existing technology.
3. Assist with the selection, design, fitting, customizing, adapting, applying, maintenance, repairs, or replacing assistive technology devices
4. Coordinate with other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs.
5. Provide training or technical assistance on AT Devices to IEP team members, including the parent and student. Training to include topics such as but not limited to; Accessible Instructional Materials, Environmental Access, Augmentative & Alternative Communication, Reading & Writing Accommodations, Blind and VI Accommodations, transitioning for AT Users, Computer Access, Consideration of AT in the IEP, Deaf & HOH Accommodations, Educational Applications, Implementation of AT in the School Setting, and on equipment and software, and can be provided to individuals or groups.
6. Provide Assistive Technology consultation services to IEP teams as requested.
7. Be available to facilitate the team approach to identifying student's needs, selecting appropriate tools, IEP documentation, and AT implementation.
8. Be available to provide group trainings on the most current assistive technology devices and strategies, as well as selected topics. Trainings will be tailored to meet the specific needs of PSS or population and can be provided on site.
9. Participate in the evaluation and eligibility process and the development of Individualized Education Programs (IEP) for school age children as needed.
10. Make referrals to other professionals as needed.

Written Reports:

- The Contractor will provide two (2) signed written reports (one original and one copy) with the evaluation and/or assessment results written in a language understandable to the general public. The written report should also include suggested recommendations for AT Devices and Services if appropriate or necessary and other information needed to assist with the determination AT needs for the student.
- Assistive Technology evaluation reports will include a summary of findings and recommendations for AT devices and services with equipment specifications and information to help funding sources in their purchase process
- Written Reports must be made available to the Special Education Program Central Office within 60 days of the receipt parental consent.

3. Contractor Requirements (Qualifications of Contractor)

Contractors must meet the following minimum requirements in order to be considered a qualified contractor. If any or all of these requirements are not met during the evaluation of contractor's proposal, the contractor's submission will be disqualified and the contractor will be notified in writing.

1. Be a qualified contractor defined as one that has a valid and current CNMI Business

License, is a U.S. Licensed, Certified, or Registered in a professional organization such as the *Rehabilitation Engineering and Assistive Technology Society of North America* (RESNA) and maintains any other licensing requirements specific to the CNMI.

2. Must have knowledge and experience in conducting evaluations to determine the AT needs of students with disabilities, birth to 21 years olds.
3. Must be knowledgeable in the IDEA requirements for AT evaluations and services.
4. Must be knowledgeable in and adhere to all laws and requirements of the Individuals with Disabilities Education Act, the PSS BOE policies and procedures, and the Family Education Rights and Education Act (FERPA). See attached Exhibit A *Contract Terms and Conditions*.
5. Contractor should attend and participate in IEP meetings relevant to the child evaluated if appropriate. If unable to participate, the contractor must ensure other IEP team members, including the parent, are informed of the assistive technology evaluation results and the team members are able to make appropriate decisions using the evaluation results.
6. The Public School System does not have a system of payments for early intervention and special education therefore the contractor may not charge any fees or use the public benefits or insurance of a child or parent to pay for any part of the Assistive Technology evaluation and services.
7. The contractor may not require a parent to sign up for or enroll in public benefits or insurance programs as a condition of receiving Assistive Technology services.
8. The contractor must submit an invoice as often as necessary but in no case more often than once a month. The invoice must include:
 1. The date of the evaluation or assessment
 2. The type of AT service provided (evaluation, assessment, consultation, Professional Development) etc.
 3. Name, age, grade, school of the child
 4. Total cost per service including 10% reduction of fee **if** PSS materials are used
 5. The invoice must be signed by the contractor
9. The contractor must provide their own testing materials, protocols, and copier. If PSS materials and copiers are used, contractor **must** reduce the service fee by 10%
10. If evaluations or services are provided to students on Rota and Tinian, the Contractor may bill for the service per hour rates described below and bill for the cost of the airfare, per-diem, and car rental at the PSS established rate.

4. Performance Record:

Proposers must submit documentation of work experience similar to the scope of work described in this PFP, specifically work with infants, toddlers and school age children with disabilities. Attach letters of recommendation or reference if necessary.

5. Cost for Services and Funding Source

The Fees for this service are funded with federal funds provided to PSS through the Individuals with Disabilities Education Act, Part B and/or Part C. The Public School System will compensate Assistive Technology Services at the following rates:

1. Assistive Technology Evaluations (Solo)	\$600.00
2. AT Service	\$90.00 per hour
3. Participation in Meetings (Eligibility, IEP, Transition etc)	\$90.00 per hour
4. Consultations, Professional Development	\$90.00 per hour

6. Selection Process

The proposals must address the Scope of Work, Qualification of Individual/Firm, Performance Record with adequate information to address the evaluation criteria. The Public School System will evaluate proposals based on the following evaluation criteria:

Scope of Work: The Scope of Work must describe, in sufficient detail, how the contractor will perform the tasks described above. **(45 points)**

Qualification of Individual/Firm – Describe your business/organization. Describe the office from which the work is to be performed including the number of professional staff by position title employed at that location (if any). Describe the range of activities performed by your business/organization. Describe your/your organization's experience. List any affiliates and or/subcontractors **(20 points);**

Performance Record – Submit performance documentation for previous similar work specifically work with infants, toddlers and school age children with disabilities. Attach any letters of recommendation/reference, etc. **(35 points);**

7. Proposal Evaluation Process:

The Public School System will select as soon as practicable the company or companies it believes will best provide these services to the Public School System (PSS), Commonwealth of the Northern Mariana Islands.

A committee consisting of at least three (3) members will evaluate each part of the proposal in accordance to the PSS Procurement and Supply Office Standard Operating Procedures.

The Procurement and Supply Officer, through the concurrence of the Commissioner of Education, reserves the right to appoint additional members of the committee, or to appoint substitute members should any of the listed members be unable to complete their duties.

8. Contract Period

The contract will be for one (1) year and can be extended for an additional two (2) one (1) year periods base on mutual agreement of both parties.

NOTE: This RFP contemplates selecting **multiple** contractors for the services described above. It has been PSS' experience that multiple contractors are often necessary to meet the PSS demands for services. Consequently, this RFP requires contractors to submit proposals that conform to the above criteria which describes the number of services, per contact year, that each contractor can provide. PSS will then review all proposals and select multiple contractors for services described if necessary. PSS will select contractors throughout the school year based on the availability of that contractor. Contractors will be paid in accordance with the attached rate for the services listed. PSS will do its best to distribute the work evenly among the selected contractors however, PSS reserves the right to select contractors who are immediately available to provide services. Thus, in addition to providing a proposal that meets the criteria listed in this RFP, the Contractor must also include the estimated number of "Standard Evaluations and Services" to be performed in a year.