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REQUEST FOR PROPOSAL

PSS RFP 26-013

Head Start/Early Head Start Community Assessment Data Collection, Analysis, and Reporting

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for the **Head Start/Early Head Start Community Assessment Data Collection, Analysis, and Reporting**.

The Scope of Work is available beginning **February 25, 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 **March 06, 2026 at 4:30 p.m.** Addendum and response to questions will be no later than **March 11, 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 26-013 “Head Start/Early Head Start Community Assessment Data Collection, Analysis, and Reporting”** containing one (1) original with three (3) copies and submitted to the PSS Procurement & Supply Office in Capitol Hill, Bldg.1206, no later than **March 17, 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 PROPOSAL

RFP 26-013 Community Assessment Data Collection, Analysis, and Reporting

Program: CNMI PSS Head Start/Early Head Start Program

Period of Performance: SY 2025-2026

Purpose

CNMI PSS Head Start/Early Head Start Program invites qualified bidders to submit proposals for conducting a comprehensive Community Assessment, including data collection, analysis, reporting, and presentation in compliance with Head Start Program Performance Standards (HSPPS § 1302.11 & §1302.12). The Community Assessment will inform program planning, enrollment priorities, recruitment strategies, and service delivery to meet the needs of eligible children and families.

Background

Under the Head Start Act and Head Start Program Performance Standards (HSPPS § 1302.11 & § 1302.12), programs are required to conduct a comprehensive community assessment at least every five years (with updates as needed). This assessment informs program planning, enrollment priorities, recruitment strategies, and ensures services meet the unique needs of the community and eligible children and families.

The program requires a contractor or team to support data collection, analysis, and reporting for the next community assessment cycle.

Objective

The objective of this SOW is to:

1. Collect, analyze, and summarize demographic, socioeconomic, educational, and service data for children (Birth-5 years of age) and families eligible for Head Start/Early Head Start.
2. Identify community strengths, gaps, and trends that impact child development and family support.
3. Provide actionable recommendations to support program planning, recruitment, and service delivery.
4. Deliver a compliant Community Assessment Report meeting HSPPS requirements.

Scope of Work

The selected bidder will perform the following comprehensive data collection, analysis, and reporting tasks:

Data Collection

- Review existing program data, including:
 - Current enrollment demographics and child outcome data.
 - Family needs assessments.
 - Head Start staff demographics, including racial/ethnic composition, languages spoken, and educational attainment.
- Gather publicly available data and primary data to assess:
 - Demographics & Economics: Census and population statistics, future economic/population trends, household composition, and the primary languages spoken by families in the community. Poverty, employment, and median income trends.
 - Vulnerable Populations (HSPPS Mandated): Explicitly identify the number and geographic location of expectant mothers, children experiencing homelessness, children in foster care, and Dual Language Learners (DLLs).
 - Children with Disabilities (HSPPS Mandated): Data on the number of eligible children with disabilities, including the specific *types* of disabilities, and the resources provided to them by other community agencies.
 - Education Needs: Adult educational attainment, functional literacy levels, and drop-out rates.
 - Health & Social Services: Local birth and health data, including immunization rates, low-birth weight babies, and prenatal healthcare access. Incidence of child abuse/neglect, reports of domestic violence, and rates of substance abuse.
 - Nutrition & Housing: Number of children receiving free lunch/breakfast, WIC participation, homeless counts, and housing affordability/conditions.
 - Child Care & Pre-K Availability (HSPPS Mandated): The number of other child development centers, family child care programs, and

publicly funded state/local preschools in the service area, including whether they offer full school day options.

- Conduct primary data collection as needed:
 - Interviews with key stakeholders (families, community leaders, social service agencies, educators).
 - Surveys or focus groups with families and community members.

Data Analysis

- Analyze quantitative and qualitative data to
 - Identify populations of children eligible for Head Start/Early Head Start.
 - Parent Schedules (HSPPS Mandated): Analyze the typical work, school, and training schedules of parents with eligible children to inform appropriate program hours and service options.
 - Assess family needs in areas such as health, education, social services, housing, nutrition, and community resources.
 - Identify gaps in existing services, barriers to access, disparities, and high-risk populations.

Reporting

- Prepare a comprehensive Community Assessment Report that includes:
 - Executive summary
 - Demographic/socioeconomic profile of the community.
 - Assessment of available services, community strengths, and service gaps.
 - Key findings, trends, and emerging issues.
 - Recommendations for program planning, resource allocation, enrollment strategies, and family/community engagement.
- *Requirement:* The final report must explicitly address all components outlined in HSPPS §1302.11(b)(1) and §1302.12.

Presentation

- Facilitate a Community Assessment Meeting with program leadership, staff, and governing bodies to:
 - Present findings and recommendations.
 - Answer questions regarding data and methodology.
 - Support the development of action plans based on findings.

Deliverables

| Deliverable | Due Date | Format |
|--|----------------------------------|-----------------------------------|
| Project Work Plan | One week after contract approval | Word/PDF |
| Data Collection Instruments | One week after contract approval | Word/Survey Tools |
| Draft Community Assessment Report | Mar 30, 2026 | Word/PDF |
| Final Community Assessment Report | April 13, 2026 | Word/PDF & PowerPoint Summary |
| Community Assessment Presentation | TBD | PowerPoint / Meeting Facilitation |

Proposal Submission Requirements

Proposers must submit the following:

1. Technical Proposal:
 - Demonstrated experience conducting community assessments for early childhood programs
 - Proposed methodology, data collection plan
 - Timeline aligned with deliverables
2. Cost Proposal:
 - Total bid price
 - Detailed breakdown by major activity
 - Project planning/work plan
 - Data collection (internal and community)

- Data analysis
 - Draft final report
 - Final report preparation
 - Presentation/stakeholder meeting facilitation
 - Include travel, materials, and other anticipated expenses
3. References
- Provide at least three references from similar projects.

Evaluation Criteria

Proposals will be evaluated based on:

- Technical approach and methodology (40%)
- Experience and qualifications (30%)
- Price and cost breakdown (20%)
- References and past performance (10%)

Confidentiality and Ethics

- All data collected must remain confidential.
- Child, family, or staff identifiers may not be disclosed without consent.
- Data must be stored and transmitted securely in compliance with Head Start privacy requirements.

Terms and Conditions

- All work must comply with HSPPS § 1302.11-§ 1302.12 and federal confidentiality requirements.
- The program reserves the right to reject any or all proposals/bids.
- All deliverables become the property of the CNMI PSS Head Start/Early Head Start Program.
- The program is not responsible for any costs incurred by bidders in the preparation of the proposal.

Addendum No.1

RFP26-013 HDST/EHDST Community Assessment Data Collection, Analysis, and Reporting

Proposer: Transcends, LLC

Question 1: When was the last program assessment, comprehensive community assessment, conducted, and may we have access to such reports as soon as possible to help prepare our response to this RFP?

Response 1: Yes, a similar Community Assessment Report was completed in 2023–2024 as part of our baseline application. The report is available for review upon request.

Question 2: Per the RFP, the timeframe to complete the project is limited to under 30 days, more or less. In our experience, primary data collection, including stakeholder engagement, is often delayed due to factors (availability of stakeholders for interviews, survey response delays, etc.) outside of the research team's control. Would PSS consider a request to allow for additional time to complete the project, and if so, how much additional time and under what circumstances, if any, would the contractor be given to complete the project?

Response 2: We acknowledge that the original timeline in RFP 26-013 presented challenges. PSS recognizes that a comprehensive, HSPPS-compliant community assessment requires sufficient time for thorough data collection, analysis, and meaningful stakeholder engagement.

Accordingly, PSS is issuing an Addendum to RFP 26-013 to extend the project timeline. The revised deadlines are:

- Draft Report: April 15, 2026
- Final Report: May 15, 2026

These extensions provide contractors adequate time to complete the assessment without additional time requests, ensure a high-quality, compliant, and actionable report, and allow for preparation and submission of a change of scope application prior to the start of the new school year.

Addendum No.1

RFP26-013 HDST/EHDST Community Assessment Data Collection, Analysis, and Reporting

Proposer: RAS Consulting and Training, LLC

Question 1: This is a comprehensive community assessment report. I wanted to verify if the assessment will only be conducted on Saipan?

Response 1: The comprehensive community assessment will include Saipan and will also cover relevant data for Tinian and Rota.

Question 2: Will program managers provide demographic information and other Head Start data in preparation of the comprehensive assessment report?

Response 2: Yes, program managers will provide the necessary demographic information and other relevant Head Start data to support the preparation of the comprehensive assessment report.

Question 3: What is the timeline for the entire RFP process?

Response 3: The timeline will depend on several factors, including the total number of proposals received, the time required for the evaluation process, and the contract review and routing procedures. Based on the standard procurement process, and assuming there are no complications during verification, evaluation, or contract routing, the process typically takes approximately **two months** to complete from the time of the announcement.

However, the exact timeframe may vary depending on the complexity of the proposals and any additional reviews that may be required.

Addendum No.1

RFP26-013 HDST/EHDST Community Assessment Data Collection, Analysis, and Reporting

Proposer: Market Research & Development, Inc.

Question 1: What is the geographic scope of this project? Is it Saipan only or will it cover Tinian and Rota as well?

Response 1: The geographic scope of this project encompasses Saipan, Tinian, and Rota.

Question 2: Has a similar Community Assessment Report been done in the past? If so, when was the last time it was done? Is the report available to review?

Response 2: Yes, a similar Community Assessment Report was completed in 2023–2024 as part of our baseline application. The report is available for review upon request.

Question 3: How much of the “publicly available data” requested is easily available, in either processed format (tables and visuals) and unprocessed (data files)? Are the data in a central location or will different agencies need to be visited to collect it.

Response 3: Data will need to be collected from different agencies, as there is no single central repository. Some data may be available in processed formats (tables and visuals), while others may require more direct collection and processing from the respective sources.

Question 4: The timeline in the RFP is unrealistic: If proposals are due on March 17th, when will the selection be made, offer made, and a contract executed? There are only 8 business days from the 18th to the 30th of March, when a draft report is due. If the procurement process takes much or all of that.

Response 4: We acknowledge that the original timeline in RFP 26-013 presented challenges. PSS recognizes that a comprehensive, HSPPS-compliant community assessment requires sufficient time for thorough data collection, analysis, and meaningful stakeholder engagement.

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