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REQUEST FOR PROPOSAL

PSS RFP 26-015

External Evaluator Services for the AmeriCorps Program

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for the **External Evaluator Services for the AmeriCorps Program**.

The Scope of Work is available beginning **February 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. 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 02, 2026 at 4:30 p.m.** Addendum and response to questions will be no later than **March 04, 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 26-015 “External Evaluator for the AmeriCorps Program”** 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 12, 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

PSS RFP26-015
External Evaluator Services for the CNMI Public School System

Section I. PURPOSE

The evaluation will focus on the effect of the AmeriCorps Program on increasing student achievement and engagement in schools, and on whether the program increases the likelihood that AmeriCorps Members will pursue teaching in the CNMI as a career goal. The evaluation is designed to meet AmeriCorps evaluation requirements and determine whether the CNMI AmeriCorps Program is meeting its expected outcomes.

Training and technical assistance will be designed to enhance the effectiveness and efficiency of AmeriCorps staff, Site Coordinators, and AmeriCorps members.

Section II. PROGRAM BACKGROUND

The Commonwealth of the Northern Mariana Islands (CNMI) Public School System (PSS) AmeriCorps program assigns student members to PSS elementary and middle schools to provide peer-to-peer tutoring across age groups for at-risk students who perform in the bottom quartile on standardized reading tests.

Section III. SCOPE OF WORK

A. Conduct an Evaluation of the CNMI AmeriCorps Program based on the approved Evaluation Plan for the 2025-2026 Grant Period.

The overall goal of the evaluation is to assess program effectiveness, build its evidence base, assess the effectiveness of program components and processes, and utilize evaluation data and findings to guide the program's quality improvement process.

The evaluation report should be structured based on the approved AmeriCorps Evaluation Plan. A copy of the current approved evaluation plan, including the Research Questions, Methods, and Methodology, can be requested in writing via email to Mrs. Magiline Rena at magiline.rena@cnmipss.org and to Mrs. Melba Vilaga at melba.vilaga@cnmipss.org.

B. Design and strengthen the CNMI-PSS AmeriCorps Program's Logic Model, Evaluation Plan, and Summary, and online data collection instruments for the next recompetite grant application cycle.

The updated Logic Model, Evaluation Plan and Summary, and online data collection instruments must comply with all AmeriCorps evaluation requirements specified in the FY2026 AmeriCorps State & National Notice of Funding Opportunity (NOFO) and associated documents located on the AmeriCorps website: [FY 2026 AmeriCorps State and National Grants | AmeriCorps](#).

Section IV. Period of Contract:

Any contract resulting from this RFP will be effective from the date of full signatures through September 30, 2026. This contract shall be renewable for an additional three (03) one-year periods, subject to continued grant funding availability.

Section V. TASKS AND DELIVERABLES

The external evaluator shall perform the following tasks:

Task 1. Review Program Documents and Interview Program Staff. The evaluator shall review relevant program documents and conduct interviews with AmeriCorps program staff to gather detailed information on the program's operations and broader context; existing data collection activities and instruments; and potential data sources. The contractor shall work closely with the AmeriCorps program and the Office of Accountability, Research, and Evaluation (ARE) staff to review and refine the program's logic model, evaluation plan, and summary, to ensure a shared understanding of how the program is intended to operate.

Task 1 Deliverables:

- Meet with Program Staff and Review and refine the existing logic model for submission to AmeriCorps with the next recompetete application (Timeline: To be determined (TBD) after selection process)
- Work collaboratively with the PSS AmeriCorps Program Office to design a final evaluation plan.
- Establish clearly defined evaluation questions, performance indicators, data collection methods, and analytical strategies.

Task 2. Final AmeriCorps Logic Model, Evaluation Plan, & Summary. Evaluate, strengthen, refine, and finalize the Logic Model, Evaluation Plan, & Summary, to include AmeriCorps input, in time for submission with the FY2026 Recompetete grant application.

Task 2 Deliverables & Timeline:

- Submit the initial draft Logic Model and Evaluation Plan for review by the Program Director (Timeline: No later than **04/07/2026**)
- Timely and consistent collaboration with AmeriCorps to strengthen and refine evaluation documents to ensure it meets AmeriCorps requirements (Timeline: 04/08/2026 through to 04/14/2026)
- Submit Final Logic Model, Evaluation Plan & Summary as agreed upon by the AmeriCorps Director (Timeline: No later than **04/15/2026**)
- **Task 3. Data Collection Instruments and Pre and Post Online Surveys.** Evaluate, strengthen, refine, finalize, and submit to AmeriCorps, as needed, fully online pre- and post-impact survey data collection instruments using Google Forms for each category of program participants: tutees, teachers, and AmeriCorps members.
- Collect and manage student academic and program participation data following FERPA and other privacy laws.
- Gather additional data from site reports, attendance logs, AmeriCorps member reflections, and workshop evaluations.

- Develop or adapt quantitative and qualitative data collection instruments (e.g., surveys, interview and observation protocols).
- Ensure confidentiality, validity, and reliability of all data processes.

Task 3 Deliverables & Timeline:

- Submit the initial draft of pre- and post-survey questions for each participant type for review by the Program Director (Timeline: No later than **07/31/2026**)
- Submit the refined pre- and post-survey questions that include AmeriCorps staff recommendations (Timeline: No later than **08/14/2026**)
- Submit Final Google Form surveys as approved by the AmeriCorps Director (Timeline: No later than **08/31/2026**)

Task 4. Final Program Year 2025-2026 AmeriCorps Evaluation Report. The evaluation report must reflect all components of the approved Logic Model and Evaluation Plan for PY2025-2026 in its entirety. The final report must be submitted to and approved by the AmeriCorps Program Director prior to final payment.

Analysis and Interpretation

- Conduct statistical analyses to measure growth and progress from baseline data.
- Combine quantitative data with qualitative insights to evaluate program fidelity and impact.
- Identify trends, challenges, and areas for improvement within the program's design and delivery.

Reporting and Dissemination

- Provide ongoing progress updates to PSS as requested.
- Submit a **Draft Evaluation Report** by August 31, 2026, and a **Final Evaluation Report** by *September 30, 2026*.
- Reports must include:
 - Executive summary
 - Evaluation methodology
 - Key findings with supporting charts or visuals
 - Recommendations for program refinement and sustainability

Task 4 Deliverables & Timeline:

- The AmeriCorps Program Director will provide evaluator access to the initial program data (reflections & portfolios) by no later than **June 30, 2026**. All remaining assessment data and related hours reports will be provided by no later than **July 31, 2026**.

- Submit the initial draft Evaluation Report for review by the Program Director (Timeline: No later than **08/31/2026**)
- Submit the refined draft Evaluation Report (Timeline: No later than **09/15/2026**)
- Submit the Final Evaluation Report (Timeline: No later than **09/30/2026**)

Task 5. Dissemination of 2025-2026 Program Outcomes. Evaluator will work with AmeriCorps staff to disseminate program outcomes to Public School System personnel, AmeriCorps members, community members and other key stakeholders. Activities may include but are not limited to:

- Distribution of the Evaluation Report to key stakeholders.
- Presentations to site supervisors, other PSS staff and/or Board of Education.
- Participation in the “Life After AmeriCorps training and/or new member orientation.
- Media interviews.
- Workshops and other presentations at professional development conferences.

Task 6. Quality Improvement Process. The Evaluator will meet annually with AmeriCorps staff to review evaluation data to identify strengths, areas for improvement, and trends.

Section VI. QUALIFICATIONS AND MINIMUM REQUIREMENTS. The evaluator must demonstrate proficiency and documented success in conducting educational program evaluations of comparable size and scope.

1. Required Competencies

- Expertise in **evaluation theory, design, and methodology**
- Proficiency with **quantitative and qualitative statistical analysis**
- Familiarity with **CNCS/AmeriCorps evaluation standards**
- Experience in working with Pacific Island cultures and the CNMI Public School System
- Possess a minimum of five (5) years of experience conducting evaluations
- Willingness to present evaluation results to diverse audiences
- Ability to provide technical assistance for quality-improvement using the evaluation data
- Strong written and oral communication skills
- Capacity to manage data collection under strict confidentiality (FERPA compliance)

2. Required Submissions

- One **sample evaluation report** comparable in context and complexity
- Description of organizational or consultant capacity, including staffing and resources

3. PROPOSAL REQUIREMENTS

Proposals must include the following components in the order shown:

1. Cover Letter summarizing the proposer's interest and qualifications
2. Background and Organizational Capacity
3. Evaluation Work Plan and Logic Model Alignment
4. Detailed Timeline and Deliverables Schedule
5. Detailed Budget and Cost Proposal (itemized by task and staff role)
6. Key Personnel Résumés or CVs
7. Work Samples
8. Description of Data Privacy and FERPA Compliance Procedures
9. A copy of the current Business License is required

4. REVIEW AND SELECTION PROCESS

The selection committee will review and score all complete proposals using the criteria below.

Evaluation Criteria	Weight
Cost-Effectiveness and Value	30%
Relevant Evaluation Experience, Expertise, Clarity, Organization, Responsiveness, Organizational Capacity, and Data Management	25%
Quality and Feasibility of Proposed Evaluation Design	25%
Qualifications of Key Personnel	20%

Top-scoring vendors may be invited to an interview.

5. TERMS AND CONDITIONS

- Late submissions will not be considered.
- PSS reserves the right to accept or reject any proposal.
- All data and reports produced become the property of PSS.

RFP26-015 External Evaluator Services for the AmeriCorps Program

Certification of Scope of Work	
Program & Project Description	
PSS RFP 26-015: External Evaluator Services for the AmeriCorps Program	
<i>I hereby certify that the Scope of Work submitted herewith complies with the approved AmeriCorps grant application documents and PSS Procurement & Supply requirements, and all related terms & agreements incorporated therein.</i>	
Victoria S. Nicholas	2/13/2026
AmeriCorps Program Director	Date