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## REQUEST FOR PROPOSAL

### PSS RFP 26-019

### 2026 Nurse Assistant Summer Program for the CNMI PSS CTE Program

The CNMI Public School System and the State Board of Education are soliciting competitive sealed proposals for the **2026 Nurse Assistant Summer Program for the CNMI PSS CTE Program**.

The Scope of Work is available beginning **March 06, 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](http://cnmipss.org/request-proposals-invitation-bids). Requests may also be sent via email to Mrs. Magiline Rena at [magiline.rena@cnmipss.org](mailto:magiline.rena@cnmipss.org) and to Mrs. Melba Vilaga at [melba.vilaga@cnmipss.org](mailto: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](mailto:michael.jason.babauta@cnmipss.org) no later than **March 19, 2026 at 4:30 p.m.** Addendum and response to questions will be no later than **March 25, 2026 at 4:30 p.m.** and can be viewed at [cnmipss.org/request-proposals-invitation-bids](http://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 26-019** containing one (1) original with three (3) copies and submitted to the PSS Procurement & Supply Office in Capitol Hill, Bldg.1206, no later than **April 07, 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**

CNMI Public School System  
Office of Curriculum and Instruction  
Career and Technical Education Program

**Request for Proposals**

**“2026 PSS Nurse Assistant Summer Program—Implementation,  
Management, and Facilitation”**

**Background:**

The CNMI Public School System (PSS) is committed to providing students with early exposure to career pathways, particularly in critical workforce areas like healthcare. The PSS Nurse Assistant Summer Program is designed to equip high school students with the knowledge, technical skills, and credentialing support needed to begin careers as Certified Nursing Assistants (CNA). This summer program includes foundational CNA training and expanded content specifically tailored to CNMI PSS students, with a strong emphasis on student support, professionalism, and certification preparation. It culminates in formal assessment through the National Nurse Aide Assessment Program (NNAAP), administered through the CNMI Board of Nursing.

**Program Purpose:**

The purpose of this RFP is to solicit proposals from qualified vendors to implement, manage, and facilitate the PSS Nurse Assistant Summer Program, ensuring instructional quality, certification readiness, and full administrative support in partnership with CNMI PSS.

**Goal:**

To prepare CNMI PSS high school students for NNAAP certification and entry into the healthcare field by offering a standards-aligned, student-centered training program that:

- Provides academic and clinical instruction
- Supports personal and professional development
- Ensures certification preparation and compliance with CNMI laws and Nursing Board regulations
- Offers meaningful post-program recognition and feedback

**Program Overview:**

- Total hours: 216 (160 core CNA + 56 supplemental hours)
  - Instruction and clinical training
  - Training materials and student ID
  - NNAAP exam registration and fees
  - Coordination with the CNMI Board of Nursing
- Include meal costs during training, if other than PSS
- Medical clearance fees and other related fees
- Scrubs, shoes, and related attire

- Commute arrangements for Tinian and Rota students with PSS
- Any personal equipment required (e.g., watch, name badge)

**Scope of Work:**

The selected vendor must implement, manage, and facilitate the program, including:

**Instructional Delivery**

- Provide 216 total hours: 160 standard CNA + 56 supplemental hours (e.g., ethics, anatomy, professionalism)
- Use licensed instructors and align curriculum to certification requirements

**Application & Selection**

- Design and manage the student application process, including:
  - Application form development
  - Promotional support
  - Screening and selection in partnership with PSS
  - Notification of selected participants

**Certification Prep & Compliance**

- Offer structured test preparation sessions
- Coordinate with the CNMI Board of Nursing for:
  - Registration and scheduling
  - Proctoring and documentation
  - Payment of exam fees
- Ensure full compliance with CNMI laws and Nursing Board requirements

**Logistics & Meals**

- Coordinate daily meals for students with CNMI PSS (menu, delivery, dietary needs)
- Track attendance, documentation, and clearance requirements
- Support student reimbursement for court/police clearances

**Student Support & Issue Management**

- Establish an issue resolution protocol for:
  - Behavioral concerns
  - Attendance or academic issues
  - Emergency communication with PSS and families

### **Surveys & Feedback**

- Administer pre-, mid-, and post-program surveys
- Compile and analyze student feedback to improve program quality
- Prepare reports that provide program details and data of student progress and completion reports

### **End-of-Program Ceremony**

- Plan and deliver a closing ceremony to recognize student achievements
- Provide certificates, coordinate venue, and invite guests
- Include student reflections or showcases

### **Key Personnel**

The proposal must identify and provide bios for key roles, such as:

- Program Manager – Primary contact responsible for oversight, reporting, and coordination
- Lead Instructor(s) – Licensed and experienced in CNA instruction
- Clinical Supervisor(s) – Assigned to assist during on-site skills and practical hours
- Student Support Coordinator – Liaison for logistics, issues, and feedback coordination

### **Deliverables**

1. Full curriculum and instructional plan (with supplemental topics)
2. Application materials and selection process summary
3. Weekly instructional schedule and attendance tracking
4. Staff bios and certifications
5. Coordination documentation with CNMI Nursing Board
6. Pre- and post-program student survey reports
7. Summary of support cases handled and outcomes
8. Photos, agenda, and attendee list from the end-of-program ceremony
9. Final report with outcomes, recommendations, and exam results

### **Proposal Requirements**

Submit a proposal that includes:

- Organizational background and CNA training experience
- Instructional approach and test prep structure
- Compliance and coordination plan with CNMI Board of Nursing
- Application/selection and student support strategies
- Staffing plan and bios of key personnel
- Timeline and implementation calendar
- Budget including covered services and student-reimbursed items
- Current updated Business License

### **Evaluation Criteria**

Proposals will be evaluated on:

- Relevance and quality of training program
- Experience with youth-focused CNA instruction
- Clarity of coordination, compliance, and logistics plan
- Responsiveness to student needs and support
- Strength of survey/feedback mechanisms and issue management
- Budget transparency and completeness

### **Target Participants and Participant Benefits**

Students must:

- Be enrolled in CNMI PSS high schools on Saipan, Tinian, or Rota
- At least 16 years old
- Demonstrate interest in the nursing or healthcare field
- Meet academic eligibility and behavior criteria
- Submit all required application documents and clearances
- Commit to attending all instructional hours and assessment sessions
- Provide and arrange for reliable transportation to and from sites

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### **Selection Process/Evaluation Criteria**

Proposals will be evaluated competitively based upon the information provided and contact with owners of previous projects.

Qualifications of Individual/Firm (10 points):

For purposes of evaluating qualifications, interested proposers are requested to provide the following minimum information: A description of their entity, the number of professional staff employed by position, title, the relevant range of activities performed and the contractor's experience in providing similar services solicited herein. Interested proposers may list other information indicative of qualifications not specifically requested herein.

Relevant Experience/Performance Record (20 points):

For purposes of evaluating their performance and experience, interested proposers are requested to provide the following minimum information: a detailed history of prior work experience and any letters of recommendation or other references. Include contact information, complete with names, addresses and phone numbers. The Public School System (PSS) may contact references to obtain information pertaining to the previous performance and accomplishments

of the proposer. Interested proposers may list any other information related to their experience/performance record not specifically requested herein.

Approach to the Project (40 points):

PSS will evaluate the extent to which the proposer's submission demonstrates/reflects a full understanding and perception of the goals, objectives and needs of PSS in this project.

Cost of the Project (30 points):

Price is also a factor which will be considered and evaluated in comparison with the overall merit of proposals. As proposals become more equal in technical merit, the importance of price will increase, however, technical merit is more important than price and PSS reserves the right to award to other than the lowest price proposer.

Ownership of Information:

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

Payment Terms:

Payment will be made within thirty (30) calendar days after receipt and approval of a properly submitted invoice.

Invoices must include:

- Description of services provided
- Dates of service delivery
- Supporting documentation (attendance logs, deliverables, reports, etc.), if applicable

Period of Contract:

Any contract entered as a result of this RFP will cover a period of one year. The contract may be renewed for an additional one-year period by mutual consent.

Responsibility Determination:

Award will be made only to a responsible proposer determined to be responsible pursuant to PSS PR Section 60-40-240.