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Request for Proposals PSS RFP #26-003

Digital Literacy Training and Certification Program for Saipan Southern High School

The CNMI Public School System and the State Board of Education are soliciting competitive sealed bids from interested parties for **Saipan Southern High School**.

The Specifications are available beginning **October 27, 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 14, 2025, at 4:30 p.m.** Addendum or response to questions will be no later than **November 19, 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.

Bids must be placed in a sealed envelope marked **“RFP #26-003 “Digital Literacy Training and Certification Program for Saipan Southern High School”** 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 24, 2025, at 09:30 a.m.** at which time, bids will be publicly opened. The selected bidder will be subject to a Responsibility Determination pursuant to PSS Procurement Regulation Section §60-40-240. Any bids received after the aforementioned date and time will not be accepted under any circumstances.

The Public School System reserves the right to reject or cancel any and all bids 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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REQUEST FOR PROPOSAL

Saipan Southern High School
Digital Literacy Training and Certification Program
3rd and 4th Quarters – School Year 2025–2026

Date Issued: September 30, 2025

Contact Person:

Dr. Lynn Mendiola, Principal
Saipan Southern High School
Email: lynn.mendiola@cnmipss.org
Phone: (670) 789-9203

I. INTRODUCTION

Saipan Southern High School is requesting proposals from qualified vendors to provide a Digital Literacy Training and Certification Program for up to fifteen (15) high school students during the 3rd and 4th quarters of SY 2025–2026 (January 20–June 10, 2026).

This RFP supports SSHS's Schoolwide Improvement Plan and its Career Pathway Program Goal, which aims to equip students with the technical, academic, and employability skills necessary for postsecondary and workforce success.

The purpose of this RFP is to select a vendor capable of delivering a comprehensive, industry-aligned training program that culminates in a recognized Digital Literacy Certification (e.g., CompTIA Digital Literacy Pro or equivalent).

II. ALIGNMENT WITH SSHS CAREER PATHWAY GOAL

This project aligns directly with SSHS's Career Pathway Critical Initiative, which states:

If SSHS completes the planning phase of a Career Pathway Program by developing tools, partnerships, and systems aligned with industry demands, then postsecondary readiness will improve and students will be better prepared for college and career success.

The Digital Literacy Training Program represents a foundational phase of this pathway, serving as an essential step toward:

- Building students' technical competency and digital fluency,
- Supporting career exploration and CTE readiness, and
- Providing industry-aligned certification opportunities that strengthen workforce preparation.

By offering this program in the 3rd and 4th quarters, SSHS advances its High Performing Personnel and Student Success strategic themes, promoting both student learning and professional growth within the school community.

III. PROJECT OVERVIEW

The selected vendor will deliver a structured Digital Literacy Training and Certification Program that helps students build digital skills essential for academic success, employability, and postsecondary readiness.

The program shall:

- Prepare students for a recognized certification exam (CompTIA Digital Literacy Pro or equivalent).
- Reinforce CTE readiness and support Career Pathway integration.
- Engage students through blended learning, self-paced practice, and instructor-led sessions.

IV. OBJECTIVES

1. Digital Skills Development – Equip students with foundational computer and technology skills.
 2. Certification Readiness – Prepare students to obtain a recognized digital literacy certification.
- Career Pathway Integration – Strengthen students' readiness for future academic and career pathways through technology-based learning.

V. SCOPE OF WORK

A. Student Training

The awarded vendor shall:

- Deliver hybrid or blended instruction from January 20–June 10, 2026.
- Train up to fifteen (15) high school students through a structured digital literacy curriculum.
- Include topics such as:
 - Computer fundamentals and operating systems
 - Productivity tools (Word, Excel, PowerPoint, etc.)
 - Cloud collaboration, file management, and data safety
 - Cybersecurity, online ethics, and digital citizenship
 - Internet navigation and communication skills
- Incorporate interactive learning, practice assessments, and progress tracking.

B. Certification Preparation & Exam

- Conduct pre-assessment diagnostics to establish baseline proficiency.
- Offer review sessions and mock exams for certification readiness.
- Administer or coordinate an industry-recognized certification exam.
- Provide Certificates of Completion and Digital Literacy Certifications to qualified students.

C. Instructional and Technical Support

- Provide digital access codes, instructor guides, and platform support.
- Offer ongoing technical and instructional assistance.
- Submit monthly progress reports and a final summary report including certification outcomes and program recommendations.

VI. DELIVERABLES

Deliverable	Description	Quantity / Recipients	Delivery Date
Training Access	Student access to online learning platform	15 students	Jan 20, 2026
Course Materials	Instructor resources and digital curriculum	1 set	Jan 20, 2026
Certification Exam	Recognized exam and certification delivery	Up to 15 students	May–June 2026
Monthly Reports	Student progress, attendance, and mastery	15 reports	Monthly (Feb–June 2026)
Completion Certificates	Digital Literacy Completion/Certification	15 students	June 10, 2026

Final Program Report	Summary with data and recommendations	1 report	June 20, 2026
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VII. TIMELINE AND MILESTONES

Phase	Dates	Key Activities
Phase 1 – Orientation & Setup	Jan 20–Feb 2, 2026	Onboarding, baseline assessment, platform setup
Phase 2 – Training Modules	Feb 3–Apr 27, 2026	Weekly instruction and student progress monitoring
Phase 3 – Certification Prep	Apr 28–May 18, 2026	Mock exams and review sessions
Phase 4 – Certification & Reporting	May 19–June 10, 2026	Certification testing and closing activities
Final Reporting	By June 20, 2026	Submission of program results and evaluation summary

VIII. ROLES AND RESPONSIBILITIES

Service Provider (Vendor)

- Deliver all instructional and certification services in accordance with the scope of work.
- Provide access to all required training materials.
- Submit reports and maintain consistent communication with SSHS.

Saipan Southern High School

- Provide students with access to facilities, the internet, and necessary equipment.
- Monitor student attendance and engagement.
- Verify completion of deliverables and program outcomes.

IX. ACCEPTANCE CRITERIA

The project will be deemed complete when:

- All students are enrolled and trained.
- All deliverables are submitted and verified.
- Certification exams are administered, and results are reported.
- A final report documenting performance outcomes and recommendations is submitted to SSHS.

X. CONTRACT PERIOD AND PAYMENT

- Contract period: January 20, 2026 – June 20, 2026.
- Payment: Processed per CNMI PSS procurement regulations and tied to verified deliverables.
- The proposal must include a total cost with an itemized breakdown of training, certification, and support expenses.

XI. PROPOSAL REQUIREMENTS

Vendors must submit:

1. Proposal Cover Letter
2. Detailed Cost Proposal (itemized pricing per service)
3. Company Qualifications and Experience
4. Description of Training Platform and Certification Process
5. Sample Course Outline or Curriculum
6. Two (2) Professional References
7. Valid CNMI Business License and Tax Clearance

XII. EVALUATION AND AWARD

The contract will be awarded based on a comprehensive evaluation of proposals by the SSHS Selection Committee. Proposals will be reviewed and scored using the following criteria:

Evaluation Criteria	Description	Weight
Cost	Reasonableness and clarity of pricing	30%
Qualifications & Expertise	Experience and credentials in digital literacy training	25%
Performance History	Proven track record with similar educational or certification programs	20%
Proposal Quality	Completeness, clarity, and alignment with SSHS's goals	15%
Timeline Feasibility	Realistic scheduling and adherence to deadlines	10%

Total: 100%

The contract will be awarded to the responsive and responsible vendor offering the best overall value to SSHS. SSHS reserves the right to:

- Reject any or all proposals,
- Waive minor informalities, and
- Negotiate contract terms before final award.