

Federated States of Micronesia
Department of Education
Special Education Program

**FY 2016
Request for Proposals**

1. General

The FSM receives funding under IDEA, Part B Section 611 to provide special education and related services for eligible children with disabilities. In meeting the requirements of IDEA, the National Department of Education (NDOE) may utilize external technical assistance, training, and support to assist in the delivery of special education programs and services. The FSM Division of Special Services has determined that there is a need for technical assistance and training to support the delivery of special education programs and services as described below.

2. Request for Proposal

The Division of Special Services of the National Department of Education (NDOE) FSM National Government (hereinafter referred to as "government") hereby solicits proposal bids from interested individuals, firms or organizations (hereinafter referred to as "applicants") to provide specialized and qualified technical assistance and other consultative support services to design and develop an early literacy progress monitoring system to be utilized by special education programs throughout the FSM as well as provide technical training on the use of the system. Please see section 4 below for more details of the priority area and scope of work under this priority.

3. Eligible Applicants

The following kinds and types of firms, agencies and organizations within the Federated States of Micronesia, US mainland, Alaska, Hawaii, US territories and the Freely Associated States (Palau & Marshall Islands) shall be eligible to submit proposals:

1. Private, independent licensed management consulting individual, firms or agencies;
2. Public education departments;
3. Accredited Institutions of higher education;
4. Community-based education institutions or agencies;
5. Public/private corporations or companies; and
6. Other related Non-government organizations (NGO).

Proposals from other entities may be considered in case of hard to find applicants from within the aforementioned localities.

4. Scope of Work

The information below provides specifications for this request for proposals. All proposed activities should commence on or about **February 1, 2016** and should be completed by **December 31, 2016**. Interested parties must submit a detailed proposal for the objectives listed below:

Objective 1: Provide technical assistance to gather stakeholders' input in the design of a student literacy progress monitoring system, design the system architecture, develop a project roadmap, and build rapid prototypes.

Objective 2: Develop a web application to enable teachers, administrators, and other end-users to collect literacy data, monitor student progress, and meet state and national reporting requirements.

Objective 3: Provide on-site consultative services on deploying the web application and end-user training on data input, use of analytic tools, report generation, and submission of technical support request.

Objective 4: Provide off-site end-user support on how to use the web application and technical support in troubleshooting and fixing bugs to ensure the web application works properly.

5. Selection Criteria and Review Panel

The following review and rating elements shall be used in reviewing and rating individually submitted proposals:

- a) Relevancies and applicability – These elements account for 50% of the scoring unit on the total proposal, and applicants are required to present the rationale on how their proposals are relevant and applicable for the education environment and needs of the government.
- b) Clarity and Precision – These elements account for about 25% of the scoring unit on the total proposal, and applicants are required to write with clarity and precision on all topical matters used or presented, with concise justifications and supportive data, illustrative graphs, maps and etc.
- c) Cost Effectiveness and Efficiency – These elements account for 20% of the scoring unit on the total proposal, and applicants are required to justify every estimated cost or cost activities thereof as they relate to all parts and sections of their proposed activities.
- d) Other elements –This include, but not limited to, volume, types and accuracies of supportive documents, references, endorsements and recommendations, as well as style, form of presentations, level of third parties supports, and etc. These account for about 5% of the scoring unit on the total proposal.
- e) A five (5) member review panel will review the proposal(s) and select two (2) top proposals with their recommendations to be submitted to the Secretary of Department of Education for final selection of the top proposal.

f) The Government reserves the rights to refuse any and/or all proposals on the basis of incompleteness and/or non-compliance. In the event no proposals are accepted, the government shall re-announce the Request for Proposal.

6. Date of Submission

All proposals shall be submitted no later than **December 31, 2015 at 1700 hours** to the address below:

Mr. Arthur Albert, Chief, Special Services Division, FSM Department of Education, P.O. Box P, Kolonia, Pohnpei FM 96941. Telephone (691) 320- 8982/1055/7228 or arthur.albert@dss.edu.fm

FSM DOE Reserves the right to reject any or all proposals submitted.