

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 continuing 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 proposals from interested individuals, firms or organizations (*hereinafter referred to as "applicants"*) to provide specialized and qualified technical assistance, training and other consultative support services that facilitate the general supervision and delivery of special education programs and services throughout the FSM. Please see section 4 below for more details of the priority areas and scope of work under each priority.

**3. Eligible Applicants**

The following kinds and types of firms, agencies and organizations within the Federated States of Micronesia, US mainland, Alaska, Hawaii and 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. Institutions of higher education;
4. Community-based education institutions or agencies;
5. Public/private corporations or companies; and
6. Other related NGOs.

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 more details of this request for proposals. All proposed activities should commence on or about September 1, 2016 and should be completed by August 31, 2017. Interested parties must submit a detailed proposal for one or more of the priority areas identified below:

##### **A. Policy and Procedures Technical Assistance:**

- Technical support with direct communication with the U.S. DOE, Office of Special Education Program (OSEP) and other agencies related to the delivery of special education programs and services.
- Technical support will include assistance in the preparation of applications and necessary supporting documents under IDEA, Part B and accessing related resource centers, agencies or conferences and forums to support program priorities.

##### **B. Data Management – Special Education Student Tracking System (SITS)**

- Technical support to ensure further development and maintenance of the Special Education Information Tracking System (SITS).
- Technical support in maintaining, troubleshooting, and repairing any problems that may occur with the operation of SITS.
- Provision of Internet web - hosting services for the SITS data system.
- Technical support for the continued development of the Special Education Web Site.

#### **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 four (4) member review panel will review the proposal(s) and recommend their selection to the Secretary of Department of Education for final decision of the recommended 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 July 30, 2016 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 or [aalbert@dss.edu.fm](mailto:aalbert@dss.edu.fm)