

Federated States of Micronesia
Department of Education
Special Education Program

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 Department of Education (DOE) may utilize external technical assistance, training, and support to assist in the delivery of special education programs and services.

The FSM Special Education Program has determined that some of the activities identified will require contracted technical assistance and training services.

2. Request for Proposal

The Department of Education (DOE) 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, training and other consultative support services that facilitate the general supervision and delivery of special education programs and services throughout the FSM.

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:

- a. Private, independent licensed management consulting individual, firms or agencies;
- b. Public education departments or IHE;
- c. Community-based education institutions or agencies;
- d. Public/private corporations or companies; and
- e. 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 specifications for a request for proposals. All proposed activities **should commence on or about January 16, 2017 and should be completed by December 31, 2017**. Interested parties should submit a detailed proposal for one or more of the priority areas identified below:

a. Special Education - Local Education Agency (LEA) Applications, State Performance Plan (SPP), Annual Performance Report (APR), Local Systemic Improvement Plan (LSIP) Technical Assistance:

1. Provide technical assistance in areas of the Special Education Program's SEA and LEA general supervision system reporting;
2. Assist states and national to review and develop state Local Performance Plans and the national State Performance Plan and Annual Performance Report (APR);

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3. Provide training and other needed capacity building activities for both the state and national government program offices and units handling Special Education Program; and
4. Technical assistance may include training on the Early Childhood Outcomes and Evaluation for Eligibility Determination.

Proposals should include a budget breakdown for professional service time, travel, and necessary supplies to conduct the needed trainings or implementation of proposed activities.

Proposed activities must cover a period of one year, with the option to renew for up to three additional years subject to the availability of IDEA Part B funding to the FSM.

5. Format

All interested parties and/or agencies may submit proposals for one or more of the areas identified. Proposals should utilize any generally accepted style and format of proposal writing as long as it provides the necessary information as follows:

- a. Name and Address of Agency
- b. Telephone and Facsimile numbers, including contact email addresses and website, if any.
- c. Name, address and email address of the contact person.
- d. Title of proposal and abstract (50 words or less)
- e. Project Period: 1 Year
- f. Statement of Mission
- g. Statements of Goals, activities, objectives, outputs and timelines. (*State as many goals as needed along with sets of activities, objectives, outputs and timelines.*)
- h. General Budget Outlays
 1. General budget outlays and sources
 2. Line item budgets (budget itemization)
- i. Clearance and endorsements
 1. Letter of support and endorsements by Chairperson of Governing board, Director of Agency, etc.
 2. Proofs of reviews & clearances
 3. Copy of State Registry/licensures or certification as credible and/or legitimate agency.
- j. Supportive appendixes: copies of relevant data, graphs, tables, maps and etc...necessary to support the review and considerations of the proposal.

6. 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 30% 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 FSM education environment and needs.

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- 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 25% 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 –These other elements shall 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 20% 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 preliminary 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 case where no proposals will be accepted, the Government shall re-announce the Request for Proposal.

7. Date of Submission

All proposals shall be submitted **no later than the 10th of January 2017** at 1700 hours to the address below:

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

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