

Request for Proposal

1. General

The Department of Education, FSM National Government (*hereinafter referred as "government"*) hereby solicit proposal bid from interested individual, firms or organizations (*hereinafter referred as "applicant"*) to provide technical assistance and support in the general areas listed under 3. *General Scope of Work*.

2. 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;
- C. Community-based education institutions or agencies;
- D. Public/private corporations or companies; and Other related NGOs.

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

3. General Scope of Work (*Additional work scopes may be added within the proposal, if applicable*)

The information below provides specifications for a request for proposals. Interested parties should submit a detailed proposal reflecting the priority areas identified below:

- A. Develop additional features of Early Literacy Monitoring (ELMo) database;
- B. Provide on-site and off-site technical assistance on deployment of ELMO new features and related technical assistances as may be requested;
- C. Continue development and enhancement of the existing Evaluation component of the Special Education system and implementation of activities to support improvement efforts; and
- D. Assist in the development of FSM SSIP and State LSIP and use of the Evaluation tool to assess progress toward meeting system needs.

4. Format

All interested parties and/or agencies may adopt 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 (*With official seal or logo on cover-page*)

- 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 brief description of proposal (50 words or less)
- E. Project Period: 7/15/2019 to 6/30/2020
- F. Statement of Mission
- G. Statements of Goals, activities, objectives, outputs and timelines. (*State as many goals as needed along with sets of activity outcomes or objectives, outputs and timelines.*)
- H. General Budget Outlays:
 - a) General budget outlays and sources;
 - b) Line item budgets (budget itemization).
- I. Clearance and endorsements:
 - a) Letter of support and endorsements by Chairman of Governing boards;
 - b) Proofs of local reviews & clearances;
 - c) 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.

5. Selection Criteria and review panel

These 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.
- 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 three (3) member review panel will review the proposal(s) and select the top proposal with their recommendations to be submitted to the Secretary 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.

6. Date of Submission

All proposals shall be submitted no later than the 5th of July, 2019 at 5:00pm to the address below:

Hon. Kalwin Kephas
Secretary
Department of Education
National Government
P. O. Box PS 87
Palikir, Pohnpei FM 96941
Tel: (691) 320-2609
Fax: (691) 320-5924
Email: kalwin.kephas@national.doe.fm

Copy to:

Arthur Albert
Assistant Secretary
Division of Special Services
Department of Education
FSM National Government
Email: aalbert@dss.edu.fm

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