



**National Government**  
**P.O. Box PS 87**  
**PALIKIR, POHNPEI FM 96941**  
**Telephone :( 691) 320-2609/2647/2303 FAX: (691) 320-5500**

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### Request For Proposal

#### 1. General

The Federated States of Micronesia (FSM) receives funding under the U.S. Individuals with Disabilities Education Act (IDEA), Part B, Section 611, to provide direct special education and related services for eligible children with disabilities and capacity building to provide such services. In meeting the requirements of IDEA, the FSM National Department of Education (NDOE) may solicit and utilize out of FSM consultants, agencies and/or organizations to provide technical assistance, training and relevant technical supports to facilitate the general supervision and delivery of special education programs and services.

#### 2. Request for Proposal

The Department of Education (DOE) FSM National Government (*hereinafter referred to as "government"*) hereby solicit proposal bid from interested individual, firms or organizations (*hereinafter referred to as "applicants"*) to provide third party support assistance to DOE IT staff members to maintain current network and server environments.

#### 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. Any Technology Agency or business;
2. Public/private corporations or companies; and
3. Other related NGOs.

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

#### 4. General Scope of Work

The information below provides specification for a request for proposals. Interested parties should submit a detailed proposal on the priorities as identified below:

1. Incident and Problem Management: Monitor all systems proactively on a regular basis to reduce the likeliness of an ICT related disaster;
2. Application Support: Maintain all aspects of server side applications;
3. Network Support: perform all networks associated tasks in relation to both LAN and WAN links;

4. Security: Provide advice on ICT system security and ensure any recommendations given meeting industry standards;
5. Documentation: create and maintain documentation for all supported DOE ICT systems;
6. Provide consultancy with DOE ICT management on:
  - a. Services level
  - b. Preventative maintenance
  - c. ICT Strategic planning
  - d. Staff mentoring

5. 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:

1. Name and Address of Agency
2. Telephone and Facsimile numbers, including contact email addresses and website, if any.
3. Name, address and email address of the contact person.
4. Title of proposal and abstract ( 50 words or less)
5. Project Period: 1 Year
6. Statement of Mission
7. Statements of Goals, activities, objectives, outputs and timelines.  
*(State as many goals as needed along with sets of activities, objectives, outputs and timelines.)*
8. General Budget Outlays
  - a. General budget outlays and sources
  - b. Line item budgets (budget itemization)
9. Clearance and endorsements
  - a. Letter of support and endorsements by Chairperson of Governing board, Director of Agency, etc.
  - b. Proofs of reviews & clearances
  - c. Copy of State Registry/licensures or certification as credible and/or legitimate agency.
10. 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

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 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 30<sup>th</sup> January, 2010 at 1700 hours to the addresses below:

Hon. Casiano Shoniber  
Secretary  
Department of Education  
P. O. Box PS 87  
Palikir, Pohnpei FM 96941  
Tel: (691) 320-2609  
Fax: (691) 320-5500  
Email: [Casiano.Shoniber@fsm.ed.fm](mailto:Casiano.Shoniber@fsm.ed.fm)

Mr. Arthurson Albert  
Chief  
Division of Special Services  
P.O. Box P  
Kolonias, Pohnpei FM 96941  
Tel: 691 320 8982/1055  
Fax: (691) 320-5404  
Email: [Arthurson.Albert@fsm.ed.fm](mailto:Arthurson.Albert@fsm.ed.fm)

8. Announcement

All proposals received and reviewed will be announced no later than five (5) working days of submission deadline.

9. Optional:

- Program: Word Process
- Font type: Times New Roman
- Font Size: 11
- Space: Double spacing
- Pages: Optional
- Page size: 8.5" x 11"

