

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:

1. Private, independent licensed management consulting individual, firms or agencies;
2. Public education departments;
3. Community-based education institutions or agencies;
4. Public/private corporations or companies; and
5. 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 June 1, 2011 and should be completed by May 30, 2012. Interested parties should submit a detailed proposal for one or more of the priority areas identified below:

A. Special Education Program Monitoring and Technical Assistance –

- Provide technical assistance to support the FSM DOE Special Education Monitor to conduct external monitoring of special education programs within each State.

- Monitoring activities will include each FSM State Department of Education and the National Special Education Program within the Department of Education.
- The Monitoring will include one on-site monitoring visit to each State.
- The Monitoring offered must include provisions for continued training and support of NDOE staff to independently conduct State level and National special education monitoring activities.
- The technical assistance provided must include providing technical support for the FSM Special Education Monitor in producing Monitoring Reports following the procedures specified within FSM Special Education Monitoring Handbook, including specific corrective actions for each area of identified non-compliance.
- Technical assistance is needed to assist the FSM NODE Special Education Monitor to specifically monitor the progress each State is making toward correcting areas of non-compliance, using a review of State Special Education Quarterly Progress Reports. Technical assistance services will include supporting the preparation of quarterly monitoring progress reports summarizing, by State, areas of non-compliance and status of correction of non compliance, preparation of transmittal documents, and other necessary documents to support the full implementation of the Special Education Monitoring Handbook.
- Technical support will include developing information and communication to assist the FSM working with the Office of Special Education Programs (OSEP) in the full implementation of the Individuals with Disabilities Education Act, including communication with other agencies and organizations to assist in making the FSM fully eligible to participate in all provisions of IDEA.
- Technical support will include assisting the FSM NDOE in working with OSEP in the resolution of potential audit findings.
- Technical support will include assistance in the preparation of applications and necessary supporting documents under IDEA, Part B.
- Proposals should include professional service time, travel, and necessary supplies to conduct the needed monitoring activities
- Proposed activities must cover a period of one year.

B. Policy and Procedure Technical Support -

- Technical support is needed to review and update policies and procedures related to the requirements of IDEA and the FSM Special Education Handbook.
- To ensure that NDOE provides General Supervision in meeting the procedural requirements of IDEA and P.L. 8-21, ongoing training needs to be provided for special education staff regarding the policies and procedures used within special education. Technical support to provide State level training for special education staff related to the implementation of special education policies and procedures.
- Technical support will be provided in communicating with the U.S. DOE, Office of Special Education and other agencies related to the delivery of

special education programs and services. This will include assistance in drafting correspondence, reports, and applications necessary to follow up on any corrective actions that may be necessary as a result of OSEP monitoring within the FSM and assisting OSEP in communicating with the FSM Special Education Program.

- Proposals should include professional service time, travel, and necessary supplies to conduct the needed monitoring activities
- Proposed activities must cover a period of one year.

C. Data Management – Special Education Student Tracking System (SITS)-

- Technical support is needed to ensure further development and maintenance of the Special Education Information Tracking System (SITS). This will include design and development of additional State, National, and U.S. Federal reports that will be required for completion of the SPP/APR and the 618 data reports.
- Technical support will be provided 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.
- Proposals should include professional service time, travel, and necessary supplies to conduct the needed monitoring activities
- Proposed activities must cover a period of one year.

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 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 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 May 30, 2011 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 arthur.albert@fsmed.fm; aalbert2002@yahoo.com

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