

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 to the National Department of Education and the States' Departments of Education in developing the NDOE career and technical education counseling guidelines for the high schools and develop and implement a ECE-12 counseling handbook. Such technical assistance is required under Resolution JEMCO 2010-6(b) to improve access to vocational education and develop database system.

2. Eligible Applicants

The following kinds and status of individual, 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 and/or certified 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.

3. General Scope of Work (Additional work scopes may be added, if applicable)
 - a. Develops CTE counseling services guidelines publish and distribute them to Secondary school;
 - b. Conducts on-site trainings of trainers for vocational education career counselor;
 - c. Assist the CTE Curriculum specialist in developing CTE testing modules and instrument for both instructors and VocEd students.
 - d. Set up network of CTE Counselors to step up counseling services at the high schools.
 - e. Monitor, coordinate and provide technical assistance to the states' CTE Programs.
 - f. Design and implement a draft ECE-12 CTE Counseling

handbook and circulate for review and inputs nationwide.
g. Perform other duties as shall be assigned.

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:

1. Name and Address of Agency (With official seal or logo on cover-page)
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 brief description of proposal (50 words or less)
5. Project Period: 1 Year or 12 months
6. Statement of Mission
7. 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.)
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 Chairman of Governing boards;
 - b. Proofs of local 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.

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 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 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 29th of January, 2012 at 5:00PM to the address below:

Secretary
Department of Education
National Government
P. O. Box PS 87
Palikir, Pohnpei FM 96941
Tel: (691) 320-2609
Fax: (691) 320-5500
Email: rmauricio@fsm.ed.gov

(A courtesy file copy to this address:)

Secretary*
Department of Finance & Administration
National Government
Palikir, Pohnpei FM 96941
Tel: (691) 320-2640
Email: _____

*Department of Finance & Administration monitors and ensures compliances of public funds uses.

7. Announcement

All proposals shall be reviewed by a Secretary designated review panel of three (3) members within (5) working days after the receipt of such final proposals on the designated deadline and announce the awarded applicant no later than (5) working days.

8. Optional:

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