

**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 solicit proposal bid from interested individual, 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 January 1, 2009 and should be completed by December 30, 2009. Interested parties should submit a detailed proposal for the priority area identified below:

a. Special Education Program Monitoring and Technical Assistance –

- Provide technical assistance services to conduct external monitoring of special education programs

- Monitoring will include each 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 and the National Special Education Program
- The Monitoring offered must include provisions for follow up Verification Monitoring and Focused Monitoring for those states that may need additional assistance in correcting identified areas of non-compliance
- The technical assistance provided must include producing technical Monitoring Reports following the procedures specified within FSM Special Education Monitoring Handbook, including specific corrective actions for each area of non-compliance. Additional Verification and/or Focused Monitoring visits will also include detailed Monitoring Reports with corrective actions
- Provisions must also be made 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 also include preparation of quarterly monitoring progress reports summarizing by State areas of non-compliance and progress status, preparation of transmittal documents, and other necessary progress documents to support the full implementation of the Special Education Monitoring Handbook.
- Provide technical assistance for special education program development, monitoring, and reporting
- Services will include developing information and communication to assist the FSM working with the Office of Special Education Programs in the full implementation of the Individuals with Disabilities Education Act, including full communication with other agencies and organizations to assist in making the FSM fully eligible to participate in all provisions of IDEA
- The technical assistance provided must include assistance in the preparation of applications and necessary supporting documents under IDEA, Part B
- Services will also include assistance in monitoring the implementation of specific contract activities within the 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.

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 31st December, 2008 at 1700 hours to the addresses below:

Mr. Arthur Albert, Executive Director, Special Education Program, FSM Department of Education, P.O. Box P, Kolonia, Pohnpei FM 96941. Telephone (691) 320-8982/1055 or arthur.albert@fsmed.fm

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