



## REQUEST FOR PROPOSAL

### 1. General

The FSM Department of Education 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. Thus, the Department of Education of the FSM National Government hereby solicits proposal bids from interested individuals, organizations, and institutions of higher education to provide specialized and qualified technical assistance, training and other related consultative support services to facilitate development and implementation of **Local Level Monitoring Systems in the four States, Local Education Agency (LEA) annual Applications for IDEA funds, NDOE States Performance Plan (SPP) and Annual Performance Report (APR), and Local Performance Plan (LPP) Technical Assistance.**

### 2. Eligible Applicants

The following 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.

### 3. Scope of Work

The information below provides specifications for a request for proposals. All proposed activities should commence on or about **January 2, 2012** and should be completed by **December 30, 2012**. Interested parties should submit a detailed proposal addressing the following specifications:

- Provide technical assistance to each FSM state for development, implementation, and training of personnel of Local Level Monitoring Systems consistent with program requirements;

- Assists states and national to review and develop state's Local Performance Plans and the national State Performance Plans and Annual Performance Reports (APR) to ensure alignment to new and existing IDEA requirements;
- Provide training and other needed capacity building of special education procedures and related activities to both the states and the national program personnel;
- Provide focused technical assistance to states and national on prioritized program development and implementation;
- Proposals should include professional service time, travel, and necessary supplies to conduct the needed support services; and
- Proposed activities must cover a period of one year.

#### **4. Selection Criteria**

All proposals responding to this request will be evaluated based on, but not limited to, the following:

- a) Proximity to the specifications listed in the RFP.
- b) Applicability and appropriateness of proposed project activities.
- c) Cost effectiveness of proposed project activities.
- d) Completeness of Proposal with Cover page, itemized budget, and Vita of principal consultants and/or support project personnel.

#### **5. Date of Submission**

All proposals must be submitted no later than close of business on **December 23, 2011** to the address below:

Mr. Arthur Albert, Chief, Special Services Division, FSM Department of Education, P.O. Box P, Kolonia, Pohnpei FM 96941.

Facsimile: (691) 320-5924

Or you may email to: [aalbert@fsmed.fm](mailto:aalbert@fsmed.fm), [aalbert2002@yahoo.com](mailto:aalbert2002@yahoo.com)

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

