

Yap State Department of Education Special Education Program

Request for Proposals

1. General

The Yap State Department of Education, Special Education Program 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 and related services. The Yap Department of Education, Special Education Program, and as recommended by the FSM Monitoring Team in December 2008, have identified activities that will require contracted technical assistance and training services.

2. Request for Proposal

The Department of Education, Yap Special Education Program (hereinafter referred to as “Yap DOE”) is hereby soliciting proposal bids from interested individuals, firms and Organizations (hereinafter referred to as “applicants”) with knowledge and expertise in special education and services, to provide intensive administrative and technical support for the special education Program.

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 individuals, 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 April 13, 2009 and should be completed by September 30, 2009. Interested parties should submit a detailed proposal that supports the following specific areas:

- i. Provide support in developing a comprehensive strategic improvement plan for special education. The plan must address full implementation of all requirements within the FSM Special Education Handbook and must be developed with the input of key stakeholders including the Special Education Advisory Council. The plan must be implemented by the beginning of School Year 2009-2010.
- ii. Provide administrative support to the Special Education Coordinator in developing sound administrative practices, including State level monitoring, to increase accountability

and ensure students with disabilities receive appropriate special education programs and services. This may include the use of case review meetings and monthly reports.

- iii. Provide support for developing detailed training plans for teachers and staff to fully implement program improvement changes.
- iv. Provide assistance in completing all required reports including the Special Education Quarterly Progress Report and Data Reports.
- v. Provide administrative support to assist the Special Education Coordinator in correcting areas of non compliance that have been identified in Monitoring Reports.

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 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 appendices: 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 – Applicants are required to present the rationale on how their proposals are relevant and applicable for Yap and the FSM education environment and needs.

- b) Clarity and Precision – 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 – 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.
- 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 Director of the Department of Education for preliminary selection of the top proposal.
- f) Yap DOE reserves the right to refuse any and/or all proposals on the basis of incompleteness and/or non-compliance. In case where no proposals will be accepted, Yap DOE shall re-announce the Request for Proposal.

7. Date of Submission

All proposals shall be submitted no later than the 13th of April, 2009 at 12:00 noon to the address below:

Ms. Maria Laamang, Fiscal Officer, Special Education Program, Yap State Department of Education, P.O. Box 220, Colonia, Yap FM 96943. Telephone (691) 350-2218

or mLaamang@yapseed.fm

Yap DOE reserves the right to reject any or all proposals submitted.