

## Request For Proposal

### 1. General

The National Department of Education, FSM National Government (*hereinafter referred as "government"*) hereby solicit proposal bid from interested firms, agencies or organizations (*hereinafter referred as "applicants"*) for the development of national standard-based tests (criterion-reference), for grade levels K-12 in the area of Science *assessment* of the aforesaid grade levels. The proposed national standardized tests (NST) shall be based on the FSM Standardized Curriculums and Benchmarks which copies shall be made available to all interested and certified agencies.

### 2. Eligibilities

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. Institute of higher education (IHE);
2. Private, independent education consultant firms or agencies;
3. Public education departments;
4. Community-based education institutions or agencies;
5. Public/private corporations or companies; and
6. Other education-related NGOs.

### 3. 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 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 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 Chairman of Governing boards.
  - b. Proofs of reviews & clearances (sample included)
  - c. Copy of State Registry/licensures or certification as credible and/or legitimate agency.
10. Supportive appendix: copies of relevant data, graphs, tables, maps and etc...necessary to support the review and considerations of the proposal.

#### 4. Selection Criteria and review panel

These review and rating elements shall be used in reviewing and rating individual duly submitted proposals:

1. 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.
2. 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.
3. 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.
4. 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.

5. A five (5) member review panel will review the proposals and select two (2) top proposals with their recommendations to be submitted to the Secretary for preliminary selection of the top proposal.
6. 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.

### 3. Guiding Principles

In reviewing the proposals, the Government shall place emphasis on these developmental stages or the proposed scope of services to determine relevancies, applicability, cost efficiency and effectiveness and feasibility on implementation thereof. The applicant(s) shall integrate these rating elements under Item 6 above and provide concise descriptions thereof.

#### I. Planning State

- Consultancy
- Preliminary Plan reviews
- Presentation of Initial Plan to Secretary

#### II. Workshop

- A. Test design of Science;
- B. Identifying Science concepts from curriculum standards and benchmarks for K-12;
- C. Development of Science rubric;
- D. Training on analysis;
- E. Workshops on test development;
- F. Science test items for K-12;
- G. Review/revision for test validity and relevancy;
- H. Create field test protocols;
- I. Cost activities (*include workshops and participants*).

#### III. Field Test Draft

- A. Production and duplication of test draft for field testing;
- B. Development of Test Administration Manuals;
- C. Distribution of test draft.
- D. Administration of field testing;
- E. Use holistic approach for scoring of Science tests;
- F. Scan Science test for scoring and analysis;
- G. Conduct scientific psychometric analysis for reliability and validity;

#### IV. Final Draft

- A. Panel review on field tests and findings;
- B. Production and duplication of adequate testing material regularly with answer sheets;
- C. Provide final report on exercise to the Government:
  - i. Report
    - 1. Report shall contain field test results of all pilot tests;
    - 2. A technical manual showing scores and analysis with recommendations for next step.
  - ii. Technical manual
    - 1. Test scores by individual students'
    - 2. Test scores by individual school;
    - 3. Test scores by individual state;
    - 4. Test scores by the nation (combined all states);
    - 5. Test scores in subject areas and grades;
    - 6. Aggregation of student scores and disaggregating of students with special needs.
    - 7. Appendices of test direction manual and other testing logistic for considerations.

#### 4. Submission:

All completed original proposals shall be submitted and received by the National Department of Education on or before the 23rd day of February, 2010 at the address below:

Mr. Casiano Shoniber  
Secretary  
Department of Education  
FSM National Government  
Palikir, Pohnpei FM 96941

Phone: 691 320 2619  
Fax: 691 320 5263/5500  
Email: [cshoniber@fsmed.fm](mailto:cshoniber@fsmed.fm)

#### 5. Optional

To expedite the process of reviewing the proposals, the government requests that applicants consider applying these options when developing the proposals:

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