

College of Micronesia-FSM  
Personnel Audit  
General Terms and Conditions

- 1. Authority:** This Request for Proposal (RFP) solicitation is issued subjected to provisions of the college's procurement policy. The RFP requires all parties involved in the preparation, negotiation, performance, or administration of contracts to act in good faith.
- 2. General Intention:** Unless otherwise specified, it is the declared and acknowledged intention and meaning of these General Terms and Conditions for the offeror to provide the College of Micronesia-FSM with specific services.
- 3. Explanation to Prospective Offeror:** No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the proposal. Discrepancies, omissions, or doubts as to the meaning of the specifications should be communicated in writing to the named contact individual of the requesting agency/department for interpretation. Offerors should act promptly in the preparation and submission of their proposals. Interpretation, if required, shall be made in the form of an amendment to the specifications that will be forwarded to the prospective Offerors. Receipt by the Offerors should be acknowledged on the proposal forms.
- 4. Method of Award:** The College of Micronesia-FSM reserves the right to waive any minor information or irregularity in proposals received. The college shall have the prerogative to award, amend, or reject proposals whole or in part.
- 5. Rejection.** The College of Micronesia-FSM shall have the prerogative to reject proposals in whole or in part, if such determination is made in the best interest of the college.
- 6. Justification of Delay:** The offeror who is awarded the proposal guarantees that the service will be completed within the agreed upon completion date.
- 7. Equal Employment Opportunity:** FSM Public Law No. 7-79 will be complied with and there will be no discrimination against any employee or application for employment because of race, creed, color, sex, or national origin.
- 8. Assignment.** Assignment of any contract will not be accepted without prior approval from the college. Request of approval of assignment must be made with the submission of the proposal. No assignment will be accepted if request is not made with the proposal.

**9. Determination of Responsibility:** The college reserves the right to secure from Offerors the information necessary to determine whether or not they are responsible and to determine that responsibility in accordance with item number 12 of the General Terms and Conditions.

**10. Standard for Determination of Most Qualified Offeror:** In determining the most qualified Offeror, the College through the established committee shall be guided by the following:

- a. The ability, capacity, and skill of the Offeror to perform.
- b. Whether the Offeror can perform promptly and within the specific time.
- c. The quality of performance of the Offeror with regards to awards made previously.
- d. The previous and existing compliance by the Offeror with laws and regulations relative to procurement.
- e. The sufficiency of the Offeror's financial resources and ability of the Offeror to perform.
- f. The ability of the Offeror to meet the specifications of the request for proposals (RFP).

**11. Contact For Contract Administration:** If your firm receives a contract as a result of this solicitation, please designate a person whom the college may contact for prompt administration.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**12. Modification/Alteration:** After the receipt and opening of proposals, at its option, the college may conduct discussions with the Offeror who has submitted the proposals reasonably susceptible of being selected for award. The purpose of such discussions will be to assure full understanding of and responsiveness to the Proposals requirements. The Offeror shall be accorded fair and equal treatment with respect to any opportunity for discussion. Revisions to proposals shall be permitted after submission and prior to award, for the purpose of obtaining best and final offers. In conducting such discussion there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

**13. Receipts and Reviewing of Proposals:** Proposals shall be marked on the face with the name and address of the Offerors, and the time and date of submission. Proposals submitted by fax will not be considered. Fax modifications of any proposal already submitted will not be considered. Proposal shall be emailed directly and only to the designated college contact and email address provided in the actual RFP no later than the closing date. Proposal will not be shared publicly, only the established committee will have access. Offerors are responsible for ensuring that proposals are received by the deadline.