



## College of Micronesia-FSM

### REQUEST FOR PROPOSAL FOR PERSONNEL AUDIT

RFP NO. B2023-19

#### 1. General Information.

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms or individuals to perform a Position Classification, Job Evaluation, Compensation, Benefits Study, and Audit the areas of recruitment and on-boarding, policies and procedures, performance management and records retention for the College of Micronesia-FSM.

Request for Proposal

Issued by: MAILING ADDRESS:  
College of Micronesia-FSM  
President's Office  
P.O. Box 159  
Kolonias, Pohnpei FM 96941

Date Issued: April 7, 2023

Submission Deadline: 5:00 p.m. Wednesday, May 24, 2023.

To be considered, all proposals are to be submitted in full electronically by the DEADLINE to the HR Director at [rencelly@comfsm.edu.fm](mailto:rencelly@comfsm.edu.fm)

General questions concerning this RFP are to be submitted to:

Ms. Rencelly Nelson  
Director, Human Resources Office  
College of Micronesia-FSM  
P.O. Box 159  
Kolonias, Pohnpei FM 96941  
Phone No. (691) 320-2480 ext. 179 & 180  
Email: [rencelly@comfsm.edu.fm](mailto:rencelly@comfsm.edu.fm)

Proposals are to be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the proposal as well as a description of the specific services that will be provided to accomplish the purpose of this RFP. By submitting a proposal in response to this RFP, each respondent agrees to be bound to all terms and conditions specified therein. The college may

negotiate with the successful respondent other terms and conditions for the final written contract.

## 2. OVERVIEW

### **Background**

The College of Micronesia-FSM (COM-FSM) currently has four (4) classifications of employees. They are Classified, Professional, Management and Faculty.

**CLASSIFIED:** The college's position classification and compensation plan for classified staff was adopted by the Board of Regents and implemented in 2011 and has not been adjusted to reflect appropriate labor markets and relevant economic standards. The college currently fills approximately 120 classified positions.

**PROFESSIONAL:** The college's position classification and compensation plan for professional staff was adopted by the Board of Regents and implemented in 2011 and has not been adjusted to reflect appropriate labor markets and relevant economic standards. The college currently fills approximately 87 professional positions.

**MANAGEMENT:** The college's position classification and compensation plan for management staff was adopted by the Board of Regents and implemented in 2011 and has not been adjusted to reflect the appropriate labor markets and relevant economic standards. The college currently fills approximately 30 management positions.

**FACULTY:** The college's position classification and compensation plan for faculty was adopted by the Board of Regents and implemented in 2011 and has not been adjusted to reflect the appropriate labor markets and relevant economic standards. The college currently fills approximately 113 faculty positions on either the 9 or 12-month pay schedule.

This study is to identify true and correct classification and pay relationships of positions at the College of Micronesia-FSM and benefit programs in comparison to regional and to worldwide industry standards and average levels and most specially to accredited institutions of higher education. Additionally, the study will also conduct audit of these specific HR functions: recruitment and onboarding, policies and procedures, performance management and records retention. The focus is on improving the system with simplicity, effectiveness, sustainable pay structure, suitable tools, and best practices given its challenges and financial limitations and resulting in recommendations in the following areas:

- a) Accurate classifications and compensation.
- b) Sustainable and competitive pay schedules.
- c) Incentive program linking directly to pay schedules.
- d) Sustainable and competitive employee benefits.

- e) Revamp recruitment and onboarding practices.
- f) Policies and procedures that reflect college's practice and mission while adhering to laws and relevant regulations.
- g) Duplicate and nonessential services.
- h) Efficient and automated performance management, records keeping and tools.

Underpinning this task is the philosophy of an efficient system informed by best practices that "does more with less".

## **1. DESCRIPTION OF WORK INVOLVED:**

A preliminary scope of services is described below which may be modified and refined during fee negotiations with selected firm or individual.

- 1) Conduct a comprehensive study and audit of the focused areas divided into six (6) stages:

Stage 1 – Job Analysis and Evaluation

Stage 2 – Compensation structuring

Stage 3 – Pay incentives development

Stage 4 – Benefit programs analysis

Stage 5 – Audit recruitment and onboarding practices, policies and procedures, performance management and records retention.

Stage 6 – Presentation and Recommendation

Stage 7 – Implementation

- 2) Provide deliverable products such that a master copy of all relevant data and final reports for reproduction and distribution to college personnel and applicable computer software, if any.

- 3) Provide orientation and training programs, during and after the project, to ensure Human Resources staff and administrators are proficient in implementing and administering the results of the study.

- 4) Conduct a presentation to the college and another to the Board of Regents.

- 5) Perform all other work in conformance with the scope of work and essential to the successful implementation of the study.

## **2. TIME AND DURATION OF SERVICES:**

It is anticipated that the required services will commence as soon as practical or following contract signing and may continue for one year with an option to extend an additional six months at the discretion of the College of Micronesia-FSM. First results will be expected after a six-month period following commencement of work.

## **3. DATE AND SUBMITTAL:**

Proposal must be email directly to Ms. Rencelly Nelson at [rencelly@comfsm.edu.fm](mailto:rencelly@comfsm.edu.fm) no later than 5:00 p.m.(Pohnpei standard time), Wednesday, May 24, 2023.

## **4. FORM OF PROPOSAL:**

All proposals are to be submitted in writing. If offeror is an individual, the proposal must include, at the minimum, a complete resume of the individual and a listing of all current and former business clients and the type of work performed.

If offeror is a firm, the proposal must include 1) a list of personnel in the firm who will be assigned to the project with their complete resumes which include at minimum, their work histories and the types of work performed; and 2) a list of current and former corporate, educational institution, individual and government clients.

## **5. CONTENT OF REQUEST FOR PROPOSALS (RFP):**

At a minimum, the proposal is to contain:

a) the name of offeror, location of the offeror's principal place of business and, if different, the place of performance of the proposed contract;

b) the age of the offeror's business and average number of employees over the last five (5) years;

c) the current workload of the offeror;

d) the abilities, qualifications and experience of key persons who would be assigned to perform the required services;

e) a listing of other contracts under which services similar in scope, size, and discipline for the required services were performed or undertaken in the past ten(10) years, including those of public sector agencies;

f) a plan with as much detail as practical explaining how the services will be provided;

g) other relevant factors to be considered in evaluating and selecting the firm or individual; and

h) projected agenda, timetables, periodic review periods with management, and breakdown of estimated costs.

Trade secrets and proprietary data: Offerors may designate those portions of their proposal that contain trade secrets or proprietary data to be confidential.

## **6. Evaluation of RFPs**

The following factors and their relative importance will be used:

- a) The plan for performing the required services; (35 pts)
- b) The ability to perform the services as reflected by the training and education, general experience, specific experience in providing the required services, and the qualifications and abilities of personnel to be assigned to perform the services; (25 pts)
- c) The record of past performance of similar work;(20 pts)
- d) The firm's understanding of the project and the college's special concerns; and (10 pts)
- e) The facilities and equipment to perform the services currently available or demonstrated to be available at the time of contracting;(10 pts]).