

# Request for Proposals

## Study on the General Impact of the College of Micronesia-FSM on the Federated States of Micronesia

### **Purpose**

The College of Micronesia-FSM (COM-FSM) is seeking proposals from experienced and qualified consultant firms or individuals, hereinafter referred to as the “consultant”, for the preparation of a study on the general impact of COM-FSM on Federated States of Micronesia with the terms, conditions and specifications contained in this Request for Proposal (RFP).

### **Background**

COM-FSM has been providing educational opportunities to the people of the FSM. The college is committed to the success of the Federated States of Micronesia by providing academic, career and technical educational programs characterized by continuous improvement and best practices, as stated in the college’s mission statement.

This project aims to determine the general impact COM-FSM has contributed to the development and success of the Federated States of Micronesia through the services it has provided.

### **Scope of Work**

The selected consultant will be required to complete the following tasks:

- Identify, define, quantify, and analyze the net economic impact of COM-FSM (both direct and indirect), and its academic and career & technical educational programs to the development of the FSM and its four constituent states on, but not limited to, the following areas:
  - Impact of Operational Spending
  - Impact of Student Spending
  - Impact of Graduates Value Added to the Workforce (and Workforce sectors)
  - Taxpayer perspective (Net Impact of College Economic /ROI on Government Spending)

### **Eligibility and Qualifications of the Consultant**

To be eligible to respond to this RFP, the consultant must demonstrate that they have successfully completed services, similar to those specified in the Scope of Work section of this RFP, to institutions similar in size and complexity to the College of Micronesia-FSM. The Consultant(s) must also have a minimum experience of 5 years of as a consultant for higher

education institutions and preferably has previous experience working in the Pacific Region and preferably in the Federated States of Micronesia.

### **Proposal Format**

The proposal should include:

1. A statement of the consultant's understanding of the services required by the RFP. The consultant must explain how it would provide these services to the college.
2. The names of the persons who are authorized to make representations on behalf of the consultant (if any). Include their title, address, phone number and email address.
3. Identification and brief resume' of the full and part time staff who will be assigned direct work on this project (if any).
4. A description of any comparable services performed by the consultant during the most recent five year period similar in scope to the college's. In particular, the consultant should highlight any experience with institutions similar to the College of Micronesia-FSM, to include accredited community colleges, as well as four year colleges and universities. If the Consultant has provided services comparable to those requested in this RFP, provide a list of the names of the contact person at each institution, title and contact information. The college will select randomly from this list and will do a reference check on the consultant.
5. The consultant is welcome to outline additional services or alternative approaches that they feel are in the college's best interest.
6. The consultant should guarantee delivery of services in accordance with the terms of this RFP and as described in the consultant's proposal.
7. Consultants are required to submit a firm fixed price proposal for the services requested in the Scope of Work. The consultant's price will remain valid throughout the stipulated performance period or until delivery is completed.

### **Confidentiality of Data**

- All data received by the consultant from COM-FSM shall be treated with utmost confidentiality. The consultant shall retain data received from COM-FSM only for the period of time required to utilize it for analysis and reporting. The consultant agrees that within 90 days after the termination of the contract, all data will be destroyed in manner that prevents its physical reconstruction through the use of commonly available file restoration utilities.
- Access to any data provided by COM-FSM for the purposes of the study shall be restricted to only those employees of the consultant who need it in their official capacity to perform duties in connection with the Scope of Work outlined in the proposal.

- The consultant agrees that any reports provided will ensure the confidentiality of individuals by not identifying personally identifiable information provided to the consultant through the activities identified in the proposed scope of work.
- Use of COM-FSM data and analysis may not be publicly reported or published without prior review and authorization from COM-FSM.

### **Contract Details**

The following are details for the project implementation and the payment terms:

- Period of Performance – The project will take approximately 16 weeks to complete, beginning in September 2017 and is estimated to be completed by the end of December 2017.
- Terms of Payment – Payment will be done through check or through wire transfer to the Consultant's bank. An initial payment of 30% of the total project cost will be processed upon signing of the contract for the project. The 2nd payment of 40% of the total project cost will be upon submission of the draft copy of the Impact Study and other deliverables. The final payment of the remaining 30% will be after the approval of Impact Study and other deliverables by the COM-FSM President.

### **Submission of Proposals**

Proposals should be submitted on or before 5:00pm, August 31, 2017 (Pohnpei local time). It should be addressed to:

**Dr. Joseph M. Daisy, Ed.D.**  
President  
College of Micronesia-FSM  
PO Box 150, Kolonia, Pohnpei, FM 96941

Electronic versions will also be accepted. Please send them to [jdaisy@comfsm.fm](mailto:jdaisy@comfsm.fm).

### **Final Approval**

COM-FSM reserves the right to reject all or part(s) of any proposal submitted.