

# RFP] For Board of Regents Development and Training Program

**RFP NO.: B2021-13**

## **Purpose**

The College of Micronesia-FSM (COM-FSM) Board of Regents is seeking proposals from experienced and qualified consultant firms or individuals, hereinafter referred to as the “consultant”, who has the background in providing professional services for board development, training, and self-assessment with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

## **Background**

The COM-FSM Board of Regents seeks to continue to strengthen overall leadership capacity and ensure that the integrity of the role and responsibilities of the board is in compliance with the Accrediting Commission for Community and Junior Colleges, (ACCJC) accreditation standards and higher education best practices.

## **Scope of Work**

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

- Recommend strategies and practices that can further enhance the overall leadership capacity of the Board of Regents in compliance with accreditation standards and industry best practices. General objectives of the plan are as follows:
- Sustaining the mission of the College of Micronesia-FSM
- Maintaining regional accreditation with the Western Association of Schools and Colleges
- Keeping Regents informed about governance requirements and compliance standards of U.S. Affiliated Pacific Island (USAPI) colleges and universities
- Focusing on the board role in accreditation and monitoring institutional effectiveness in fiduciary, academic quality, and governance matters
- Setting forth (and monitoring) key strategic initiatives for the College
- Create a comprehensive biennial board development plan with explicit goals and outcomes;
- Conduct a preliminary assessment to determine the current status of the board based on the current plans and programs and a post-assessment to determine outcomes of the biennial board development program; and
- Provide comprehensive board orientation to new board members.
- The Board Development Plan should also include a rotating schedule of professional development opportunities that will allow Regents to engage with other trustees from the US mainland, around the Pacific region, and the ACCJC service region.

## **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 show extensive demonstrated knowledge of Association of Governing Boards of College and Universities (AGB) or Association of Community College Trustees (ACCT) best practices in higher education governance and trusteeship. Consultant must have a minimum experience of 5 years 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 AGB or ACCT best practices, ACCJC or other accreditation bodies, and 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. The mode(s) of delivery of services should be described since there are many travel restrictions and FSM borders remain closed due to COVID-19 pandemic.
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 any purposes 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 24 months to complete, beginning in **Fall 2021** and is estimated to be completed by the end of **September 2023**.
- **Terms of Payment** – **Payment will be done through check payments or through wire transfer** to the consultant's bank. Payment will be done in eight (8) quarterly installments.

### **Submission of Proposals**

Proposals should be submitted **on or before 5:00 pm, March 26, 2021**, Pohnpei time. **It should be addressed to:**

**Karen Simion**  
Interim President  
College of Micronesia-FSM  
PO Box 159  
Pohnpei, FM 96941

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

### **Review Rights**

The College of Micronesia-FSM reserve the right to accept or reject any or all responses to this RFP and to enter into discussion, or negotiations with one or more qualified bidders at the same time, if such action is in the best interest of the College of Micronesia-FSM.