

## **RFP DETAILS**

### **About the college:**

College of Micronesia-FSM (COM-FSM) is a two-year, English speaking institution of higher education offering 31 certificates and degrees and 1 baccalaureate degree. COM-FSM serves the developing nation of the Federated States of Micronesia (FSM). As a former Trust Territory of the Pacific Islands (TTPI), the FSM maintains a relationship with the US as a Freely Associated State (FAS) and has a Compact of Free Association that defines the relationship. The FSM is comprised of 607 islands spread across approximately 2 million square miles of the western Pacific Ocean. The nation has a population that has slightly increased from 102,843 in 2015 to 105,503 in 2020 (<https://sdd.spc.int/fm>). Despite the small population size, traditional culture is robust with fifteen distinctive cultures and languages.

COM-FSM is a single institution with six campuses located across the four main islands of the FSM, which are Chuuk, Kosrae, Pohnpei, and Yap. The administrative center of the institution is located at the National Campus in Palikir, Pohnpei. Additionally, the National Campus serves all four states as the primary campus for delivery of two-year degree programs. All four states have what is commonly referred to as a “state campus” which ensures access to higher education for citizens of all four states. These campuses are respectively Chuuk Campus, Kosrae Campus, Career and Technical Education Center (Pohnpei), and Yap Campus. The FSM Fisheries and Maritime Institute is located on Yap Island and is funded by the FSM government.

Higher education within the FSM began in 1963 when the TTPI, in collaboration with the University of Hawai'i, developed the Micronesian Teacher Education Center (MTEC) to provide in-service teacher training. In 1969, MTEC shifted from in-service to pre-service teacher education and was retitled the Community College of Micronesia (CCM) in 1970. CCM expanded its program offerings and university involvement was phased out in 1973.

In 1978, the Seventh Congress of Micronesia acted to join CCM with the then Micronesian Occupational Center in Palau and the college's nursing school in Saipan to form the College of Micronesia (COM) as a public corporation governed by a Board of Regents. The institution was accredited by ACCJC, WASC in 1978. Later the nursing school was moved to Majuro and became the College of the Marshall Islands. In 1987, the recently independent nations of the Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands signed a treaty affirming continued support for COM. However, in 1991, the three nations signed an agreement to restructure COM allowing for increased national autonomy.

In 1992, the Seventh Congress of the Federated States of Micronesia passed Public Law No. 7-79 establishing the College of Micronesia-FSM as a public corporation under its own Board of Regents. And April 1, 1993, the College of Micronesia-FSM became the federation's national college. Accreditation was awarded in 1978 and reaffirmed in 1982, 1987, 1992, 1998, 2005, 2013, and 2016.

During 1994-1998 the college's strategic vision was to create comprehensive community colleges in each of the four island states and to form a four-year baccalaureate institution on Pohnpei. Each of the continuing education centers in the states were renamed state campuses as a result. Subsequent to an assessment of capacity and resources necessary to actualize such a plan, this vision was abandoned and the college remained a single, two-year degree granting institution with six campuses until 2019.

The college was approved to offer its first baccalaureate degree in Elementary Education at all campuses beginning fall 2019 and most programs were approved to be offered through distance learning in spring of 2021. The National Campus focuses on degree and professional certificate programs, the four state campuses focus on developmental, career and technical education, and the one baccalaureate program. The Fisheries and Maritime Institute provides specialized training in traditional and modern navigation, marine engineering, and fishing technology.

### **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 organizational change management. 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 change management best practices, ACCJC/WASC 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.**
- 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 6-12 months to complete, beginning in Spring 2022 and is estimated to be completed by the end of December 2022.
- **Terms of Payment** – **Payment will be done through check payments or through wire transfer** to the consultant's bank. Payment will be done in two (2) installments.

### **Submission of Proposals**

Proposals can be submitted either in person, through the mail, or sent in electronic version to:

Martin Mingii  
 Director; Procurement and Property Management Office  
 College of Micronesia-FSM  
 PO Box 159  
 Kolonia, Pohnpei, FM 96941  
 Email: [procurement@comfsm.fm](mailto:procurement@comfsm.fm)

### **Deadline for Submissions**

**Proposals should be submitted on or before 5:00pm, March 30, 2022. (Pohnpei local time).**

### **Terms and Conditions**

The successful candidate may be awarded a professional services contract for the services identified in this RFP and in the proposal to the consultant. Issuance of this RFP does not commit COM-FSM to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. It is expected of the consultant to provide service payment billing and compensation proposals for considerations upon negotiations, if any occurred, to coincide with the college existing compensation policy and procedures.

### **Questions & Interpretations**

All questions relating to interpretations of any statement contained in this RFP not otherwise clarified may be addressed to the [Interim President, Karen Simion at ksimion@comfsm.fm](mailto:ksimion@comfsm.fm). For clarity and purposes of ensuring a fair and transparent selection process, all submitted questions and responses may be forwarded to all proposers.

**Review Rights**

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