

PRESS RELEASE

The FSM National Department of Education is hereby soliciting proposal bids from interested individuals, firms or organizations who would be able to perform and conduct a job management audit report on Pohnpei State Department of Education and the FSM National Department of Education with the emphasis on personnel and cost structure.

This is a very important task as this audit is a requirement under our Education Sector Grant from the United States of America. It is essentially important to account for the management of all education personnel in order to account for the level and the quality education in the Federated States of Micronesia.

Please refer to the attached RFP (request for proposal) on the management audit on Pohnpei State Department of Education and the FSM National Department of Education for more information.

Request For Proposal

(NDOE08-01)

1. General

The Department of Education, FSM National Government (hereinafter referred as "government") hereby solicit proposal bid from interested individual, firms or organizations (hereinafter referred as "applicants") to conduct management audit of the Pohnpei State Department of Education (DOE) and the FSM National Department of Education with emphasis on the personnel and cost structure. Such audit is required under Education Sector Grant #CSG-FSM-2008-EDU, under "Special Conditions, Section (c) (2)".

2. Eligible Applicants

The following kinds and types of firms, agencies and organizations within the Federated States of Micronesia, US mainland, Alaska, Hawaii, Australia and US territories and the Freely Associated States (Palau & Marshall Islands) shall be eligible to submit proposals:

1. Private, independent licensed management consulting individual, firms or agencies;
2. Public education departments;
3. Community-based education institutions or agencies;
4. Public/private corporations or companies; and
5. Other related NGOs.

Proposals from other entities may be considered in case of hard to find applicants from within the aforementioned localities.

3. General Scope of Work

- a. Conduct thorough reviews and analysis of Pohnpei DOE and FSM NDOE personnel structure, policies, and the state's hiring practices of education personnel;
- b. Identify deficiencies and anomalies within the said department's system;
- c. Recommend for possible remedial measures, policy changes and personnel re-structuring based on good practices, researched findings and principles; and,
- d. Produce a personnel re-structuring plan for the two Departments of Education to implement.

4. Format

All interested parties and/or agencies may adopt any generally accepted style and format of proposal writing as long as it provides the necessary information as follows:

1. Name and Address of Agency
2. Telephone and Facsimile numbers, including contact email addresses and website, if any.
3. Name, address and email address of the contact person.
4. Title of proposal and brief description of proposal (50 words or less)

5. Project Period: 1 Year or 12 months
6. Statement of Mission
7. Statements of Goals, activities, objectives, outputs and timelines: (State as many goals as needed along with sets of activities, objectives, outputs and timelines.)
8. General Budget Outlays
 - a. General budget outlays and sources
 - b. Line item budgets (budget itemization)
9. Clearance and endorsements:
 - a. Letter of support and endorsements by Chairman of Governing boards.
 - b. Proofs of reviews & clearances (sample included)
 - c. Copy of State Registry/licensures or certification as credible and/or legitimate agency.
10. Supportive appendixes: copies of relevant data, graphs, tables, maps and etc...necessary to support the review and considerations of the proposal.

5. Selection Criteria and review panel

These review and rating elements shall be used in reviewing and rating individually submitted proposals:

- a) Relevancies and applicability – These elements account for 30% of the scoring unit on the total proposal, and applicants are required to present the rationale on how their proposals are relevant and applicable for the FSM education environment and needs.
- b) Clarity and Precision – These elements account for about 25% of the scoring unit on the total proposal, and applicants are required to write with clarity and precision on all topical matters used or presented, with concise justifications and supportive data, illustrative graphs, maps and etc.
- c) Cost Effectiveness and Efficiency – These elements account for 25% of the scoring unit on the total proposal, and applicants are required to justify every estimated cost or cost activities thereof as they relate to all parts and sections of their proposed activities.
- d) Other elements –These other elements shall include, but not limited to, volume, types and accuracies of supportive documents, references, endorsements and recommendations, as well as style, form of presentations, level of third parties supports, and etc. These account for about 20% of the scoring unit on the total proposal.
- e) A five (5) member review panel will review the proposal(s) and select two (2) top proposals with their recommendations to be submitted to the Secretary for preliminary selection of the top proposal.

f) The Government reserves the rights to refuse any and/or all proposals on the basis of incompleteness and/or non-compliance. In case where no proposals will be accepted, the Government shall re-announce the Request for Proposal.

6. Date of Submission

All proposals shall be submitted no later than the 27th, Of March, 2009 at 1700 hours to the addresses below:

Mr. Casiano Shoniber
Secretary
Department of Education
FSM National Government
Palikir, Pohnpei FM 96941
Phone: (691) 320-2609
Fax: (691) 320-5500
Email: cshoniber@fsmed.fm

OR

Mr. Finley S. Perman
Secretary
Department of Finance and
Administration
FSM National Government
Palikir, Pohnpei FM 96941
Phone: 691 320 2640 or 2645
Fax: 691 320 2380
Email: fsmsofa@mail.fm

7. Announcements

All proposals shall be reviewed by a review panel of five (5) members within three days after the receipt of such proposals and announce the awardees no later than five (5) working days.

8. Optional

To expedite the process of reviewing the proposals, the government requests that applicants consider applying these options when developing the proposals:

- Program: Word Processing or Excel
- Font type: Times New Roman
- Font Size: 11
- Space: Double spacing
- Pages: Optional
- Page size: 8.5" x 11"