



Government of the Federated States of Micronesia

Request for Proposal – REVISED (RFP Number OCM-01-01)

Building Capacity in Performance Management in the FSM

December 29, 2006

The Office of Compact Management (OCM) seeks the services of a consultant to assist in the development and refinement of uniform performance outcome measures and data necessary to track progress in achieving the goals and objectives of the FSM Strategic Development Plan and the Compact-funded sectors of education, health, public sector capacity building, private sector development, environment, and public sector infrastructure. The consultant will form the core of OCM's multi-disciplinary team that will build capacity in national and state government departments in performance budgeting, management, and reporting.

The consultant should have demonstrated expertise in areas such as strategic planning, organizational development, process reengineering and performance management, including budgeting and metrics. The consultant should also have an understanding of the Compact of Free Association, as amended, governmental operations, and experience working with public sector agencies in localities and situations similar to the FSM.

Proposals should contain sufficient detail about a systematic approach to capacity building and methods to facilitate the development of performance indicators and improve performance budgeting and management throughout the FSM. The work plan should begin with the health and education sectors but include a phased integration of other sectors. The terms of reference would be for one year, with renewal possible for two additional years based on an evaluation of project progress and funding requirements.

Details regarding this solicitation can be found on Website: www.fsmsgov.org. Questions or inquiries should be directed to Epel K. Ilon at the below address no later than January 12, 2007.

Proposals should be sent to:

Office of Compact Management
Attn: Epel K. Ilon, Director
P.O. Box PS-253
Palikir, Pohnpei, FM 96941
Mailbox: OCM@mail.fm
Phone: (691) 320-6260

Proposals must be received by **5:00p.m. on January 29, 2007** in either hard or electronic copies.

This solicitation conforms with current competitive proposing procedures as related to the procurement of goods and services.

REQUEST FOR PROPOSAL INSTRUCTIONS

(DETAILS)

RFP Number: OCM-01-01

Title: Building Capacity in Performance Management in the FSM

BACKGROUND AND PURPOSE OF RFP:

The Compact Management Board (CMB) is the entity in the FSM responsible for the submission of annual consolidated sector grant budgets, performance monitoring information, and compliance accountability required under the Compact of Free Association, as amended. The CMB has directed the Office of Compact Management (OCM) to improve the annual budget preparation process and the tracking of performance progress linked to the FSM Strategic Development Plan and the specific purposes of Compact financial assistance. In order to fulfill this directive, OCM has undertaken a capacity building project that will strengthen performance management systems and practices within FSM national and state governments and thereby improve the nation's progress in achieving its strategic goals and objectives.

The Office of Compact Management is currently working on several interrelated projects involving the development of budgets linked to performance outcomes; establishing uniform performance standards throughout the FSM for certain critical sectors of the nation's Strategic Development Plan; and improving the performance/operations of the governments. These projects touch on many functional areas such as budget formulation and execution; training and side-by-side capacity building; performance planning and evaluation; and quarterly and annual accountability reporting. This specific RFP addresses the building of capacity at national and state government levels to improve responsiveness in achieving the nation's strategic goals and objectives, and improving performance effectiveness and efficiency.

OCM is seeking to identify and select an outside consultant that will assist in the development and refinement of uniform performance outcome measures and data necessary to track progress in achieving the goals and objectives of the Strategic Development Plan and the Compact-funded sectors of education, health, public sector capacity building, private sector development, environment, and public sector infrastructure. The consultant will form the core of OCM's multi-disciplinary team that will build capacity in national and state government departments in performance budgeting, management, and reporting.

ADMINISTRATION

1. Any questions concerning technical specifications, statement of work requirements, or contractual matters must be directed to:

Epel K. Ilon, Director
P.O. Box PS-253
Palikir, Pohnpei, FM 96941
Mailbox: OCM@mail.fm
Phone: (691) 320-6260

2. Vendors are specifically directed NOT to contact any OCM personnel or consultants specifically related to this RFP at any time prior to any award and execution of the contract. Unauthorized contact may be cause for rejection of a proposal.
3. Questions regarding this RFP will not be entertained after January 12, 2007.
4. Written confirmation of the vendor's intent to respond to this RFP is also necessary but not required by January 12, 2007.
5. All proposals must be received by OCM no later than 5 p.m. on January 29, 2007. Proposals shall be delivered by mail and postmarked or in electronic copy no later than the above date. Any proposal received after this deadline shall be considered late and non-responsive and therefore will not be evaluated for award.
6. Proposals should not be any longer than 15 single spaced pages, exclusive of resumes, references, and work samples.
7. OCM reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue a similar RFP in the future. This RFP is in no way an agreement, obligation, or contract. OCM is not responsible for nor will it reimburse or pay for costs incurred in preparing and submitting the proposal.
8. This RFP conforms with current competitive proposing procedures as related to the procurement of goods and services.

QUALIFICATIONS OF CONSULTANT

The consultant should have demonstrated expertise in areas such as strategic planning, organizational development, process reengineering and performance management, including budgeting and metrics. The consultant should also have an understanding of the Compact of Free Association, as amended, governmental operations, and experience working with public sector agencies in localities and situations similar to the FSM.

TERMS OF REFERENCE

Services are expected to be performed by the consultant over a twelve month period. Subsequent to that year and depending on project progress and funding requirements, the contract may be renewed for two additional years.

SCOPE OF WORK

Proposals are expected to cover the following major tasks:

Project Planning

Included must be: (1) the convening of a kick-off meeting with local team counterparts and OCM staff to review the capacity building approach, identify areas that require revision, and review team tasks, specific assignments and scheduling; (2) starting with the sectors of education and health first, meeting(s) with officials of FSM national and state governments to develop meaningful performance indicators; and (3) the development of a system of metrics for the display, monitoring, and reporting of performance indicators.

Capacity Building

Included must be the implementation of a capacity building approach for performance budgeting and management within OCM and national and state government departments. Such an approach must include: (1) the development of training materials and manuals; (2) the scheduling and conduct of on-site training sessions and workshops; and (3) side-by-side counterpart development within national and state departments to ensure follow through and continuity of effort.

Evaluation of Performance Effectiveness

Included must be the development of measures and methods to assess the effectiveness of performance management capacity in national and state governments, and to evaluate progress in achieving the nation's strategic sectoral goals and objectives.

Proposals must identify and describe the critical deliverables that OCM will receive at the completion of each major task and at the completion of the scope of work.

PREPARATION OF PROPOSALS

1. In preparing the technical proposal, vendors should provide estimates of the number of professional staff-months the services will require. The majority of the key professional staff proposed to work on this project should be permanent employees or have an extended and stable working relation with the vendor's company or firm. Each proposed staff must have at least five years of professional experience under conditions similar to those prevailing in the FSM.
2. The technical proposal should provide the following information:

- a. A brief description of the firm or company's organization, principal contact information, and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should include the names and profile of staff assigned to the work, the duration of the assignment, the contract amount, and the nature of the involvement.
 - b. A description of how and why the vendor's company or firm is different from other firms that may be considered, and why its selection is in the best interests of OCM.
 - c. A description of the approach, process, methodology, and data collection methods(work plan) by which the vendor's company or firm proposes to execute the services, illustrated, as appropriate, with bar charts, graphics, or timelines of activities.
 - d. The composition and credentials of the proposed staff team, the tasks that would be assigned to each staff members, and their timing.
 - e. Estimates of the total staff effort to be provided to carry out the scope of work.
3. In preparing the cost proposal, vendors are expected to take into account the requirements of the RFP. The proposal should reflect all costs associated with the executing the scope of work. It must list and be inclusive of personnel; travel for mobilization and demobilization; local transportation; subsistence expenses such as per diem and lodging; equipment; supplies and materials; insurance and taxes if applicable; and administrative overhead. If appropriate, these costs should be broken down by activity.

PROPOSAL ATTACHMENTS

The following attachments must be included in proposals submitted in response to this RFP:

1. Full resumes of staff to be assigned to the project that describe each person's background, abilities, and experience.
2. A list of five clients for whom the vendor has conducted similar services. Names, addresses, and telephone numbers must be included.
3. Samples of similar work products.

EVALUATION OF PROPOSALS

OCM will evaluate and rank technical proposals on the basis of the qualifications of the vendor's company or firm to implement the scope of work; the credentials of key staff assigned to the work; the quality and reasonableness of the proposed approach and methodology; and the vendor's ability to meet timing requirements to complete the project.

Cost proposals will be evaluated and ranked on the basis of the reasonableness of projections.

AWARD AND NEGOTIATIONS OF CONTRACT

The principal contact of the first-ranked proposal will be invited to negotiate a contract with OCM. Negotiations will include a discussion of the technical proposal, the proposed methodology, staffing, and any suggestions made by the company or firm to improve the scope of work. The process will result in the final terms of reference, staffing and staff-months, logistics, deliverables, the agreed work plan, and payment schedule.

The period of execution may be changed by mutual agreement of the parties. Agreements will not be effective until executed by both parties and approved by the appropriate FSM National Government officials. Any work performed prior to receipt of a fully executed agreement shall be at vendor(s)' own risk.

OCM reserves the right to determine the suitability of proposals for contracts on the basis of a proposal's meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed, and cost.

OCM will make a reasonable effort to execute any contract based on this solicitation document within 10 *days* of selecting a proposal that best meets its requirements. However, exceptions taken by a vendor may delay execution of a contract.

Failure to execute the agreement within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the agreement. If the successful vendor(s) refuse or fail to execute the agreement, the OCM may award the agreement to the next qualified vendor(s).

News releases pertaining to the award of a contract may not be made without prior written approval of the Director of OCM.