



COLLEGE OF MICRONESIA-FSM

P.O. Box 159
Kolonja, Pohnpei FM 96941

Phone: (691) 320-2480/2481/2482

Fax: (691) 320-2479

REQUEST FOR PROPOSAL

I. Introduction

The College of Micronesia – FSM (COM-FSM), the only national public institution of higher education in the Federated States of Micronesia (FSM), is taking initiatives to improve all aspects of the college to achieve student success. The College's long-term goal is to increase its graduation rate, course completion rate, persistence rate and retention rate. As part of the institution's management initiative, the College will embark upon a structured, best practice program analysis, self-evaluation and redesign of its program for student completion and success. In order to achieve this goal, the College is seeking professional services from a qualified Consultant to partner with the College in successfully carrying out the activities needed to improve student retention and persistence to graduation within two (2) years beginning September 2015 to August 2017.

II. Scope of the Project

The Project is composed of three (3) major programs namely;

1. Student Success Program
2. Retention
3. Pathway to Graduation

III. Project deliverables

Specific elements of a successful proposal *must* address how the partner will help COM-FSM establish:

- a) A *study of student success component* designed to study all aspects of the new student experience and to produce a plan for institutional improvement leading to higher levels of student learning and persistence in college. The study should include a structured, evidence-based self-evaluation of first year student success using best practice criteria.
- b) A *retention component* to aid COM-FSM to successfully implement the student success study program plan to retain students — an outcome critical to fulfilling institutional mission and maintaining financial stability. The retention component should include elements which create structures that will provide for the ongoing collection and analysis of key data, the implementation and continuous monitoring of the retention process, and provide for plan refinement and professional development associated with student success.



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c) A *pathway-to-graduation component* which provides a comprehensive institutional approach to identifying and improving student success in high-risk gateway courses. This should be a data-based plan that fosters intentional positive change in gateway courses in a consistent, institution-wide manner using “predictive analytics,” which the American Council on Education’s Center for Educational Attainment and Innovations explains, “takes a deeper look at understanding the tools and course content that correlate to student success, with the goal of informing meaningful interventions.” The pathway-to-graduation component should demonstrate how it will provide COM-FSM faculty and staff opportunities to study, learn and apply promising practices to improve gateway courses.

I. Project timeline

The project is estimated to start on September 2015 and conclude on August 2017.

II. Qualification

- The Consultant should have demonstrated expertise in assessing higher institution needs of increasing the graduation rate.
- The Consultant should have demonstrated experience in improving student success and should be able to provide institutional or professional references related to these activities.
- The consultant should have an understanding of the political, cultural and environmental situation in the Federated States of Micronesia or countries with similar situation of FSM.

III. Evaluation criteria

Proposals will be evaluated based on the submitted detailed work plan and how these activities will assist in increasing the College’s graduation rate, course completion rate, persistence rate and retention rate.

IV. Directions for submission

Proposals should be submitted in generally accepted style and format that will contain the following information:

1. Name and Address of the Consultant
2. Contact numbers, email address and websites
3. Work plan
4. Timeline
5. Detailed estimate cost
6. A signed cover letter from the responsible officer



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Proposal should be sent to:

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Acting VPSS
College of Micronesia-FSM
P.O. Box 159
Kolonias, Pohnpei
FSM 96941
E-mail : joducado@comfsm.fm
Phone : (691) – 320 -2480 (150 or 129)

Due to the urgent need of the College to start the project, proposals must be received by 5:00 PM on September 4, 2015 in either hard or electronic copy.

V. Final Approval

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