



**CHUUK STATE
PROJECT MANAGEMENT OFFICE (PMO)**

P.O. Box 1659, Weno
Chuuk 96942

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January 15, 2019

PMO RFQ #2018-005B
Contract Specialist for the Chuuk State PMO

Request For Qualifications (RFQ)

Contract Specialist for the Chuuk State Government Project Management Office (PMO)
Weno Chuuk State, Federated States of Micronesia.

The Chuuk State Government thru the PMO office is hereby soliciting sealed Request for Qualification, hereinafter, referred to as RFQ from individuals as a Contract Specialist for the Chuuk State Project Management Office (PMO) functions.

The submission of RFQ's will be extended and received not later than 4:00pm Chuuk local time on Friday, February 15, 2019, at the Chuuk State PMO office, Weno, Chuuk, FSM. Shortly thereafter all submitted RFQ will be publicly opened and read aloud. Any RFQ received after the closing time will not be accepted, and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFQ submitted shall have sufficient time to be received by the Chuuk State Government PMO office to the RFQ's opening day and time. All RFQs must bear original signature.

One (1) complete set of your Statement of Qualification no longer than 50 bound pages may be submitted through electronic files (PDF) for immediate review. However, if you will be selected, five (5) complete sets (one marked "Original", and four copies) will be submitted. All responder(s) shall provide contact information. All interested individuals shall submit their RFQ to:

Gov. Johnson S. Elimo
Contracting Officer, Chuuk State Government
Weno, Chuuk, FSM 96942
Email address: johnsonelimo58@gmail.com

The RFQ submitted shall be labeled:

Re: PMO RFQ #2018-005B
"Contract Specialist for the Chuuk State Government Project Management Office (PMO)"

General

The Chuuk State Government is currently seeking qualified professional Contract Specialist to draft and review contracts for the Chuuk State Project Management Office (PMO). The work will focus funded under the US Compact infrastructure Sector Grant for the State of Chuuk, FSM. This document outlines the requirements, selection process and documentation necessary to submit to this Request for Qualifications (RFQ).

Scope of Services

The selected individual will report to and operate under, the direction of the Chuuk Sate Government Office of Planning. Services will include the following:

- Draft and review all contracts for the Chuuk State PMO
- Provide legal advice and assistance to the PMO Office
- Monitoring projects compliance
- Defend and represent PMO in all legal matters
- Negotiate and verify project sites
- Helping PMO in reviewing viability of projects proposals
- Liaise between the State Contracting Officer and the PMO and coordinate with relevant Chuuk State and FSM National agencies on the implementation of compact grants
- Assist the Project Manager in preparing Annual Compact Budget submission for the Chuuk State PMO Operation and Infrastructure projects.

Minimum Qualifications

- Contract Specialist are required to have business degree or any other degree that includes or is in to the degree at least twenty four (24) business hours (accounting, macroeconomics, microeconomics, etc.).
- Knowledgeable or familiarity to operate all the latest project management software such as Microsoft Project, Primavera, AutoCAD, etc.
- Must have experience in construction that deliver results such as in project scopes management, project time management, project quality management, project cost management, project risk management, interpersonal skills and personal effectiveness skills
- Excellent communication skills
- At least 10 years experience in infrastructure project management.
- Experience in the Pacific is preferred.

Required Documents

Responder(s) shall provide name and contact information. Each response should include, at a minimum, the following items:

1. Transmittal Letter - Indicate interest and commitment to perform project management services for the Chuuk State Government Office of Planning, include contact information (physical address, telephone, fax, cell phone, and email address) for the primary person responsible for your RFQ who will be the point of contact on all correspondence and communications pertaining to the RFQ. The letter must be signed by an individual who is authorized to bind the contract and shall contain a statement to this effect.
2. Individual Qualification and Experience - Discuss experience and history in performing Contract Specialist services in a timely manner, particularly for governmental agencies within the past five (5) years.
3. Contract Specialist Qualification and Experience - Submit resume summarizing qualifications and experience of contract specialist and any support staff likely to be assigned to the work.
4. References - Provide at least three references (names and current phone numbers) from recent work and list all past projects (within the past five (5) years) for each proposed team member. Include a brief description of all the projects associated with the reference, and the role of individuals.
5. Presentation – Must submit five (5) bound copies of the RFQs.

Selection Process

Evaluation will include confirmation by the Chuuk State Government Infrastructure Planning and Implementation Committee (IPIC) and Office of Planning that respondents have the required registration, license, and expertise to render requested services.

The Selection Committee shall screen and rate all the respondents that are submitted. Selection ratings will be based on 100-point scale rating and shall be based on the following criteria.

a. Overall qualification of Contract Specialist	-----	40	points
b. Previous construction/engineering experience	-----	35	points
c. Ability to review & defend variation orders and prepare contract modification	-----	25	points
d. Presentation	-----	5	points
TOTAL		100	points

In order to be considered as a prospective applicant, the responder to this RFQ must have **Total Average Score not less than 70 percent** as evaluated by the IPIC Selection Committee.

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Should you require additional information and/or clarifications regarding the preparation of the RFQ, contact Mr. Eliseus Akapito, IPIC Secretariat – Chuuk State Planning & Statistics at (691) 330 – 2598, email at eakapito@gmail.com. Oral responses made by a Chuuk State PMO Office employee or representative should not be relied upon as definitive.

This Request for Qualifications does not commit Chuuk State PMO Office to award a contract, to pay any costs incurred in the preparation of a proposal based on this request, or to procure or contract for services. The Chuuk State reserves the right to refuse or reject any or all RFQs and to waive any or all formalities or technicalities and to accept the RFQ deemed most advantageous to the Chuuk State Government.

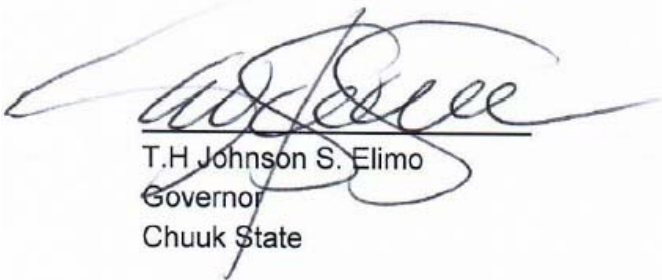
Chuuk State Planning & Statistics Office reserves the right to hold the RFQs for a period of 60 days without taking actions. RFQs must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFQ number and title.

Signed by:



Mr. Eliseus Akapito
Chief of Planning & Statistics/ Acting Contracting Officer
Chuuk State

Date: 8/04/19



T.H. Johnson S. Elimo
Governor
Chuuk State

Date: 08/04/19

DISTRIBUTION LIST

Name	Sign	Date