



POHNPEI STATE GOVERNMENT

Department of Treasury and Administration

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Office of the Director

July 13, 2010

RFP-FY10-06

ADVERTISEMENT FOR BIDS

The Pohnpei State Department of Treasury and Administration is soliciting bid proposals from private sector businesses and individuals who are interested in performing certain government services on contractual arrangements. The bid is for the lowest responsible bid to perform the following services.

1. Develop Professional Standard Guidelines for the Department of Education (DOE):
 - ✓ Improve the Capacity of DOE to manage and investigate internal discipline;
 - ✓ Establish the position of Professional Standards Officer (PSO) to manage, investigate and respond to matters relating to organizational discipline and employee conduct;
 - ✓ Enhance internal DOE disciplinary policies, procedures and investigation processes;
 - ✓ Develop, publish and articulate a Professional Standards Manual outlining all DOE policies and procedures as they relate to internal disciplinary systems;
 - ✓ Improve cohesion between internal DOE discipline systems and those of the Pohnpei State Public Service System;
 - ✓ Develop a system of reporting and recording protocols for discipline complaints and investigations;
 - ✓ Enhance skills of the Professional Standards Officer and Discipline Investigators in dealing with internal discipline breaches through on-the-job monitoring;
 - ✓ Develop awareness and provide training in discipline, ethics and integrity to all DOE employees;
 - ✓ Improve Human Resource Management Systems to promote ethics and integrity.

Sealed bids for the services described herein shall be received until the close of business on July 22, 2010 at the Office of the Director of Treasury and Administration, in Kolonia or via email pnidota@mail.fm.

Information on the specific terms and conditions of the required services to be performed shall be obtained from the Office of the Director, Department of Education at telephone # 691 320-2102 or 691 320-2103.

The Government reserves the right to reject any and all bids that does not result in savings to the government.



Thomas S. Pablo

Director

Department of Treasury & Administration

Pohnpei State Government