

POHNPEI PORT AUTHORITY
P.O. Box 1150
KOLONIA, POHNPEI STATE
FEDERATED STATES OF MICRONESIA
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REQUEST FOR PROPOSAL

Qualified Professional Strategic Planning Service

Opening Date: November 2 2023

Closing Date: November 18, 2023

PURPOSE: The Pohnpei Port Authority ("PPA") is soliciting proposals from interested professional individuals and firms to provide a **5-year strategic planning services for PPA.**

PPA provides this notice of request for proposal (RFP) pursuant to PPA Procurement Regulations, Part 3.7 and in accordance with 32 PC 1-114A.

SCOPE OF SERVICES REQUESTED:

Project Initiation:

- Meet with the PPA team to understand projected objectives, expectations and timelines.
- Review existing strategic documents, data, and reports related to the PPA.

Situation Analysis:

- Conduct a comprehensive analysis of the current state of PPA's operations.
- Identify key strengths, weaknesses, opportunities, and threats (SWOT analysis).

Stakeholder Engagement:

- Facilitate meetings and workshops with key internal and external stakeholders
- Gather input and feedback to inform the strategic planning process.

Strategic Planning:

- Develop a 5-year plan for PPA.
- Clearly define objectives, and actions plans for achieving the established goals.
- Provide a detailed roadmap for implementation.

Performance Metrics:

- Define and recommend Key Performance Indicators (KPIs) to measure progress and success of the strategic plan.
- Establish a framework for ongoing monitoring and reporting.

Risk Assessment:

- Identify potential risks and challenges that may impact the successful implementation of the strategic plan.
- Develop mitigation strategies.

Final Presentation:

- Present the 5-year strategic plan to the Board of Directors and Management of the PPA.
- Incorporate feedback and make necessary revisions and update.

PROPOSAL REQUIREMENTS:

Interested individual and/or firms are requested to submit a comprehensive proposal that includes the following:

- **Company Profile:** Provide an overview of your company, including experience in strategic planning.
- **Team Qualifications:** Describe the qualifications and relevant experience of the team members who will be working on this project.
- **Project Approach:** Outline your approach to conducting the strategic planning process. Also, describe any unique methodologies or tools you plan to use.
- **References:** Provide at least three references from clients for whom you have performed similar services.
- **Timeline:** Include a proposed timeline for the project, specifying key milestones and deliverables.

BID SUBMISSION DEADLINE:

All proposals must be submitted to the contact below no later than **November 18, 2023, at 5:00pm Pohnpei Time**, and shall remain valid for a minimum of 45 days. All interested bidders may submit proposals via email, or in person at the PPA Office Headquarters next to the Pohnpei airport to the contact person below:

Contact Person	Phone	Email Address
Grilly Jack, PPA General Manager	320-2793	grilly.jack@ppa.fm

REVIEW RIGHTS: The Pohnpei Port Authority reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified bidders at the same time, if such action is in the best interest of PPA.

Dated: 11.01.23



Grilly Jack, PPA General Manager