

Request for Proposals: Behavioral Risk Factors Surveillance Project

Opening Date: October 26, 2017

Closing Date: November 06, 2017

1. General

The Department of Health and Social Affairs (DHSA) of the FSM National Government (hereinafter referred to as "government") hereby solicits bid from interested individuals or parties (hereinafter referred to as "applicants") to carry out a time-sensitive project and to complete all the objectives in the amount of time given. Preference will be given to applicant who demonstrates the ability to carry out all the objectives in the given time and provides most cost-effective budget.

2. Eligibility

Group or individuals with experience in carrying out surveillance, conducting trainings, report-writing, grant-writing, and working with community leaders up to state leaders.

3. Scope of Work

Work with CDC and FSM Health department on the FSM BRFSS pending activities for the current fiscal year; Complete Yap BRFSS report; Work with CDC on FSM Comprehensive survey; Educate people on the BRFSS surveys as well as discussing collaboration efforts and supports with the officials and traditional leaders in the implementation of the next BRFSS surveillance in their respective States; Attend meetings and trainings related to the BRFSS project; Collect/prepare training materials and review all pertinent FSM-specific information for BRFSS; Conduct training on (tools and equipment), including "practice" survey on BRFSS to State Health staff; Procure supplies needed by surveyors in all states; Complete and setup survey forms, as required for upcoming BRFSS survey in states; Provide required reports for BRFSS; Submit application proposal to CDC for next funding period for FSM BRFSS; Provide other procurement services as may be requested.

4. Project Completion Date: March 30, 2018

This is the date that this project should be completed.

5. Format of Bid Submission

Applicant may submit proposal in any bid format in a sealed envelope with the following information provided:

1. Name and Address
2. Telephone, Fax, and email address
3. Detailed budget breakdown

(Budget breakdown **must also** include travel budget to required grantee meeting in

Atlanta and travel to each of the 4 FSM States to meet with state and community leaders)

4. Evidence that the applicants have the necessary capacity to provide services
5. A signed cover letter from the responsible officer

6. Submission

Bid must be received at the address below:

Magdalena A. Walter
Secretary
Department of Health & Social Affairs
FSM National Government
P.O. Box PS-70
Palikir, Pohnpei 96941
Phone: 691-320-2619/2643/2872
Fax: 691-320-5263
Email: health@fsmhealth.fm

Bid can also be sent via email or fax to the above-mentioned email and fax #. Bids must be received no later than November 06, 2017. Opening of bids will be on December 06, 2017. All bidders will be notified of time and place of bid opening.