



Ministry of Finance  
**BUREAU OF PUBLIC SERVICE SYSTEM**  
3<sup>rd</sup> Floor, Executive Building, National Capitol, Ngerulmud  
P.O. Box 6011, Melekeok, Republic of Palau 96940  
Telephone: (680) 767-2415 / (680) 488-4776 Fax: (680) 767-2416  
E-Mail: bpss@palaugov.org Website: <http://www.palaugov.org/bpss>

## **REQUEST FOR PROPOSALS**

Date of Issue: **November 23, 2016**

RFP No.: **PCS-2016-021**

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The Bureau of Public Service System of the Government of Palau is soliciting proposals through a Competitive Negotiation from interested qualified individual, business agencies or institutions **to provide Technical Assistance and Consultative Services to the Special Education Program of the Ministry of Education on capacity building to improve Program's Operational activities and services to children and youth with disabilities.** Interested vendors may obtain copies of specifications by contacting the Office of the **Bureau of Public Service System, at the address above.**

This project will be fully funded by **IDEA Part B Grant from the Federal Government of the United States.** Award of contract is subject to the availability of funds. Offers or proposals may also be rejected and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.

Offer or acknowledges that the submission of a proposal provides the Republic of Palau the right to inspect at reasonable time the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded by the government. Failure to allow inspection may result in the rejection of the proposal/offer.

A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees.

**Proposals must be submitted in (1 original and 3 copies). Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.** In addition to the hard copies of the proposal, **one complete and exact copy** of the entire proposal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format or PDF format shall also be submitted. The electronic copy **must be a mirror image** of the hard copy. Proposals must be received by the Bureau of Public Service System Office in Koror or Capitol by **4:00pm (Palau Time) on December 22, 2016** which is the closing date of this RFP.

Proposals received before the issuance date and after the closing date of this RFP will not be considered.

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*Umerang A. Imetengel*  
*Director/Procurement Officer*

# SPECIFICATIONS

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**Project Title:**

Provision of Technical Assistance and Consulting Services to Palau Special Education Program.

**Project Objective:**

The Special Education Program of the Ministry of Education is seeking Technical Assistance and Consulting Services for capacity building to improve Special Education Program's Operational activities and provision of services to children and youth with disabilities and their families. Technical Assistance and related activities should be spread through-out the contract year/s to be more advantageous and beneficial to ROP MOE as well as the TA providers.

**Scope of Work:**

The TA will Assist with special education and related activities (listed below) to ensure that they are in accordance to Individual with Disability Education Act (IDEA), regulations and requirements.

- State Performance Plan/Annual Performance Report Activities
- Grant applications and related issues
- Special Education Continuous Improvement Focused Monitoring
- Special Education Data Activities
- Special Education Advisory Council Activities
- Special Education Training to upgrade skills and knowledge for:
  - School Administrators, Education Specialist, Teachers and Parents on State Complaint Procedures: State Complaint and Due Process Complaint inclusive of Disciplining Children with Disabilities. Hearing Officers and Mediators on Regulations and Requirements of complaints, mediation, due process etc.
  - Special Education Specialist (CRT's): Assessment to determine eligibility for special education, specialized instruction for academic and non-academic contents inclusive of behaviors (autism and other challenging behaviors) and physical disabilities such as blindness, deafness, muteness etc. of students with physical disabilities. Reporting and planning/writing of intervention or teaching plans, strategies for teaching and classroom management for students with disabilities.
  - Data Manager and Assistant on IDEA related data issues for compilation, filing and reporting.
  - Continuing Systemic Capacity Building: Knowledge and skills to promote better partnership with general ed. and other agencies to support education of students with disabilities.
  - Early Childhood Staff-basic early childhood teaching and inclusive practices.
  - Related Service Providers (PT, OT, Sign Language, Language and Communication, Transportation and other Supporting Staffs) on knowledge and skills that would enhance

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- their services to students and improve collaboration and team work with partners at home and in school).
- Special Education Advisory Council on major component of the program regarding operation and provision of special education.

### **Qualification Requirements:**

- Consultant must have at least a Master Degree in Education Administration with a minimum of 5 years experience in public school administration and special education programs.
- Knowledge of Individuals and Disabilities Act (IDEA'2004) as well as other policies and regulations affecting children and youth with disabilities.
- Experience in Special Education Programs within Pacific/Micronesia is preferred.

### **Duration of Contract**

The initial contract is for one (1) year with an option to renew each year for a period of three (3) years, depending on the availability of funding, ability of the performance of the contractor for the requested services.

### **Evaluation Criteria**

- Demonstrable competence and qualification – 50%
- A detailed plan for accomplishment of the above tasks – 30%
- Validity of reports submitted – 30%
- Pricing Fee proposal and payment schedule requested – 10%

### **Bids submitted shall include:**

- Section A - Resume & Bio Data of all staffs involved in the project if any
- Section B - Reference/Names & Addresses of previous clients
- Section C - Fees and other costs
- Section D - Description of work/activities to be carried out
- Section E - Submission of Complete Reports

### **RFP Timeline:**

- Bidding Period – November 23 – December 22, 2016
- All Inquiries and Clarification shall be received by BPSS email no later than 4 pm (Palau Time) – December 7, 2016.
- Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB December 12, 2016.
- RFP Closing Date – December 22, 2016
- Bid Opening – December 23, 2016
- Potential finalist interviews/demonstrations: If necessary, the Procurement Officer will notify vendors for additional information and/or discussions. However, it is required that proposals shall be inclusive of any and all information needed for the ROP to make a determination on the best proposal.
- Award anticipated within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.