



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSALS

Date of Issue: November 28, 2016

RFP No.: PCS-2016-022

The Bureau of Public Service System of the Government of Palau through a competitive negotiation procurement is soliciting proposals from interested qualified individual, business agencies or institutions **to perform the duties of an external evaluators for the State Personal Responsibility Education Program (PREP) for year 1 and 2 of the program.** 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 **a grant from the United States Government.** 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.

Offeror 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 27, 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.

Umerang A. Imetengel
Director/Procurement Officer

SPECIFICATIONS

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Project Title:

External Evaluators for the State Personal Responsibility Education Program (Prep) for years 1 and 2 of the program.

Project Objective:

The External Evaluators will provide comprehensive, consultative evaluation services through collaboration with MOE program staff to assure that the program meets all of the specified benchmarks, to monitor and evaluate the implementation of the selected evidence-based programs and to assure that data collection efforts are sufficiently comprehensive to allow for program monitoring and reporting of project performance measurement data as required by the federal funding agency. The PREP program evaluation activities and services will include development or refinement of a comprehensive two year evaluation plan; evaluation of evidence based on program including monitoring and evaluating program fidelity measures; data management and analysis of program fidelity and implementation data; and generating necessary data for completion of annual federal reports, developing necessary assessment and evaluation tools and monitoring ongoing progress of projects throughout the project period.

Scope of Work:

1. Provide an evaluation plan and timeline of evaluation activities for performing the required scope of services based on the programs grant application.
2. Review programs grant application and/or implementation plan and suggest refinements for current program activities and outcome statements where necessary. Review current measures for program outcomes and provide recommendation of instruments to measure outcomes.
3. Develop data analysis plan; oversee data collection efforts; suggest appropriate data collection instruments/tools and/or develop new instruments if none exist; and conduct data analysis, assuring that data provides sufficient information to allow for measuring program outcomes and effectiveness as well as meeting report performance requirements of federal funding agency.
4. Meet regularly (at least quarterly) with program staff and key program partners to review progress of program activities, inputs and outputs, assuring that program is progressing and meeting specified program benchmarks and to determine evaluation needs, identify programmatic issues that impact program success and evaluation, and review data collection efforts. Provide guidance to ensure that program is on track with objectives and is following the program implementation model, and provide recommendations on mid-course corrections when necessary.
5. Collaborate with and provide technical assistance to the MOE program staff in completing reports required by the grantor.
6. Provide annual evaluation report that includes process, contextual and outcome evaluation results, and performance measurement data and analysis.

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Qualification Requirements:

- Contractor must have previous successful experience in evaluating federal programs or similar programs.
- Knowledge of the ROP Educational System and previous successful working relationship with the Ministry of Education is preferred.
- Knowledge of PREP program objectives, data collection measures and program level data requirement as specified by the funding agency.

Evaluation Criteria

1. Total project cost – 10%
2. Feasibility and appropriateness of proposal (Proposal must respond to tasks listed in work scope.) – 50%
3. Proposed implementation and timeline – 25%
4. Review of prior work in this area – 5%
5. Previous work experience of consultants – 5%
6. Education background of consultants – 5%

Bids submitted shall include:

1. Resume of all staff involved in the projects.
2. Description of work/activities to be carried out
3. Reference/Names and addresses of previous clients
4. The total project cost for performance of contract and any other relevant documents.

RFP Timeline:

- Bidding Period – November 28 – December 27, 2016
- All Inquiries and Clarification shall be received by BPSS email no later than 4 pm (Palau Time) – December 13, 2016.
- Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB December 19, 2016.
- RFP Closing Date – December 27, 2016
- Bid Opening – December 28, 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.