



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSALS

Date of Issue: November 23, 2016

RFP No.: PCS-2016-023

The Bureau of Public Service System of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions **to assist the Ministry of Justice in developing the MOJ Data Management System as well as upgrading our Emergency Communications.** 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 **other grant.** 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 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.

Umerang A. Imetengel
Director/Procurement Officer

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MOJ Emergency Communications and Data Management Systems

MOJ BACKGROUND INFORMATION:

The Ministry of Justice is responsible for providing legal services to the Government of Palau, as well as promoting and protecting safety and peace of the public by enforcing all Republic of Palau laws. There are four major departments/agencies under the Ministry of Justice – The Office of the Attorney General, the Bureau of Immigration and Labor, the Bureau of Public Safety, and the Bureau of Maritime Security and Fish and Wildlife Protection. These departments (except for the Office of the Attorney General) have sub-units under each umbrella called Divisions.

All agencies within the Ministry of Justice have a need to share information from time to time. Currently, the Ministry of Justice does not have a synthetic Information Technology (IT) department. As a result, data collection and exchange throughout the Ministry is grossly inadequate and fragmented. Each division has its own database operates independently, and as a result none of these Divisions have access to information in any of the Ministry's other databases.

CURRENT SITUATION AND NEEDS:

- a) Bureau of Immigration and Labor:
 - a. The Bureau of Immigration and Labor has two Divisions, the Division of Labor and the Division of Immigration. In 2015, the Division of Immigration underwent an extensive upgrade of its border protection system at the Palau International Airport. The second phase of the project is upgrading the computers utilized at the central office in Koror, as well as 2 portable units for use at the port.
 - b. The Division of Labor is hampered by a computer system that is old and basically provides in-house information. They cannot alert other agencies within the Ministry that have mandates to monitor and enforce laws of pertinent information related to foreign workers residing in Palau. As foreign workers account for perhaps one third of Palau's population, it is critical during a disaster situation to be able to account for their whereabouts and safety. Furthermore, as a Division under the same Bureau as the Division of Immigration, it is imperative that the Division of Labor be able to share data and information with the Division of Immigration in order to enforce Immigration Laws and requirements.
- b) The Attorney General's Office (AGO):
 - a. The AGO has 12 computers that have Windows 7 operating systems that work off a 1Tbyte server. This same server hosts both the Criminal Database and the Corporate Database on Microsoft Access 2007 platforms. The information collected is limited due

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to insufficient data storage. In addition, the system is not protected with any sort of backup information storage in case of a system crash. Furthermore, the virus protection software is outdated.

- c) The Bureau of Public Safety and the Bureau of Maritime Security and Fish & Wildlife Protection:
 - a. There are several divisions and an Administrative Section under the Bureau of Public Safety: the Division of Patrol, the Division of Corrections, the Division of Criminal Investigation, the Division of Drug Enforcement, and the Division of Fire & Rescue.
 - b. The Bureau of Maritime Security and Fish & Wildlife Protection has two divisions: the Division of Marine Law, and the Division of Fish & Wildlife Protection.
 - c. The Computers in the Bureau of Public Safety are at least 10 years old and unable to handle the volume of information required of them. The processors run slowly and often freeze up.
 - d. The Bureau of Public Safety and the Bureau of Maritime Security and Fish & Wildlife Protection currently use a manual system for reporting of incidents. Officers prepare narrative reports in the field, and coding is done in the records division. Oftentimes reports are compromised with incomplete information or are written poorly. This system requires a great deal of supervisor and clerical time to review and validate data.

REQUIRED OUTCOMES:

A vendor that is interested in providing a proposal for this RFP **MUST** provide a proposal that includes ALL the components of this RFP.

The major outcome of this project is to develop new systems and integrate into existing Information Technology and Systems of the Ministry of Justice. The attached Appendix I provides the deliverable for the whole project.

PROJECT START DATE AND TIMEFRAME

The timescales below reflect the urgency in delivering the **MOJ Emergency Communications and Data Management Systems**.

Key delivery dates

PROJECT PHASES	START DATE	COMPLETION DATE
RFP	11/23/2016	12/22/2016
RFP Opening and Review	12/23/2016	01/22/2017
Award	01/23/2017	01/23/2017
Live	We reserve the right to continue into this phase depending on the outcome of the Beta phase	1 year after signing of contract

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PROPOSAL REQUIREMENTS

Proposals must include but not limited to the following specifications and requirements.

A. Organizational Profile

- a. Company/Organization name.
- b. Company/Organization headquarters mailing address.
- c. Company/Organization headquarters telephone number, including country code.
- d. Organizational chart of Company/Organization.
- e. Name of parent company (if any) and the name of affiliations or subsidiaries (if any).
- f. (a) Contact person for the RFP with name, designation, postal address, email address, Telephone number, Including mobile number (b) Additional contact person with similar details
- g. Website link of the Bidding Company giving details of the activities of the company including outsourcing activities
- h. Number of years of experience in the field or any other activities under which the company has become eligible to take part in the tender process.
- i. List of proposed Key personnel to be involved in the project; must include detailed CV/Resumes and information on similar previous projects.

B. References

- a. Name of the referral Company/ organisation with Postal, Email address, Telephone No. and website link
- b. Field of activity of the referral company/organization
- c. Name of the contact person, designation, email address and telephone number of the referral company/organization
- d. Number of years of association if the Bidding Company with the referral Company/ organization

The references may be advised that the ROP may contact them for any verification.

C. Minimum Criteria

Any interested vendor shall be pre-qualified in order to be deemed eligible to bid. Vendors must include certify by having the authorized representative acknowledge by affixing their initials next to each statement below.

1. _____ The Bidding Company and its subsidiaries are not allowed to bid separately for the same tender.

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2. _____ The bidders shall not at any time make any public statements in relation to this RFP or any proposal without obtaining prior written approval from the Procurement Officer. Requests for further information must be in writing and be sent to the contact person mentioned in this document.
3. _____ In submitting a proposal to the this RFP, the bidder will be deemed to have understood this RFP, obtained all requisite information and verified the correctness of any information to be relied upon, as may be necessary to prepare the proposal.
4. _____ The Bidding Company must provide documentation to show that it has personnel of adequate qualifications for key positions in the project. CVs/Resumes of proposed key personnel and their experience record must be provided.
5. _____ The Bidding Company must certify that the company and its subsidiaries/partners are not involved in any unlawful or illegal activity.
6. _____ The Bidding Company must certify that it has not been convicted for, or involved in, bribery, corruption or fraud.
7. _____ The Bidding Company must disclose and/or identify all sub-contractors and provide copies of the sub-contracts entered into by the bidding company.

D. Cost Proposal

Please include your cost proposal in a separate document within the proposal. If specific payment schedule is required, please indicate. Such payment schedule cannot be guaranteed and shall be at the discretion of the ROP.

E. Evaluation Criteria:

- 1) Experience **(30%)**
- 2) Feasibility and appropriateness of proposal **(20%)**
- 3) Proposed Implementation and timeline **(20%)**
- 4) Demonstrable capability to implement and train personnel on the use of the system **(20%)**
- 5) Price **(10%)**

F. A Proposal Received Shall Contain the Following:

- 1) Information on Company/Organization and relevant experience including Bio-Data of person or persons who will perform the required services (Section A)
- 2) Information on successful similar projects (Section B)
- 3) A detailed plan and schedule for accomplishment of the above task (Section C for detailed specifications)
- 4) Pricing: Fee proposal and payment schedule requested (Section D)

A vendor that is interested in providing a proposal for this RFP MUST provide a proposal that includes ALL the components of this RFP.

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G. RFP Timeline:

- **Bidding Period** – November 23, 2016 – January 13, 2017.
- **All Inquiries and Clarification** shall be received only **by BPSS email** no later than 4 pm (Palau Time) – December 12, 2016
- **Answers/Responses** to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB December 15, 2016.
- **Site/Assessment meetings** to be held (if needed) – December 20, 2016 – December 23, 2016 by appointment only in order to ensure all departments are available. In order to secure a time and date for this site visit, your request for a site visit appointment **MUST be received by December 16, 2016 COB.**
- **RFP Closing Date** – January 13, 2017.
- **Bid Opening** – January 16, 2017.
- **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.