



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
3rd 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 PROPOSAL

Date of Issue: **April 17, 2018**

RFP No.: **PCS-2018-023**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-023

Solicitation Title: To assist the Ministry of Health with multiple services:

- Community Projects
- Office Space
- Supplies-for Program's outreach & activities

Date of Issue: April 17, 2018

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: April 25, 2018 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: **May 17, 2018 (Thursday) 4:00 pm Palau Time**

RFP Opening Date: May 18, 2018 (Friday) 10:00 am Palau Time

Anticipated Contract Award: June 19, 2018

Umerang A. Imetengel
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. Purpose. 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 Health with multiple services: Community Projects, Office space and Supplies- for Program outreach & activities.** Interested vendors may obtain copies of specifications by contacting the Bureau of Public Service System.
- b. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- c. Funding. This project will be fully funded by ***federal grant funding.*** 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.
- d. Inspection. 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.
- e. Business Laws and Taxes. A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees. In order to be awarded a contract, **a vendor shall provide proof of applicable ROP Business License (Applicable Business License)** as well as be in good standing with the Bureau of Revenue and Taxation.
- f. 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.
- g. Award. It is anticipated that a vendor will be awarded within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.

II. Preparation/Submission of Proposal

- a. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.
- b. Required Submittal Details and Quantities. ***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.*** Proposals must be received by the

Bureau of Public Service System Office in Koror or Capitol by **4:00pm (Palau Time) on May 17, 2018** 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.

- c. Proposal Format. Please comply with the following format:
 - i. Section 1 – Provide the Company Information – Name and contact information of authorized representative, copy of Business License, other information relevant to the service.
 - ii. Section 2 – Description services, schedules, etc.
 - iii. Section 3 – Total Cost of Proposal.
- d. Vendor Responsibilities. All Vendors shall:
 - i. examine the entire RFP,
 - ii. seek clarification of any item or requirement that may not be clear,
 - iii. check all responses for accuracy before submitting a Proposal and,
 - iv. submit the entire Proposal by the Proposal Due Date and Time.
- e. Cost of Proposal Preparation. The ROP does not reimburse the cost of developing, presenting or providing any response to this solicitation. Proposals submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the ROP and will not be returned.

III. Inquiries

- a. All Inquiries and Clarification shall be received by BPSS email no later than 4 pm (Palau Time) April 25, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on April 30, 2018.

IV. RFP Timeline:

Bidding Period	April 17, 2018 – May 17, 2018
Inquiries/Clarification Due	April 25, 2018 (4pm Palau Time)
Answers Responses will be Posted After	April 30, 2018
RFP Closing Date	May 17, 2018
RFP Opening Date	May 18, 2018
Anticipated Contract Award	June 19, 2018

V. Scope of Work:

EXECUTIVE SUMMARY

The Ministry of Health, Bureau of Public Health, Division of Behavioral Health is accepting proposals and Interests for **The Partnership for Success Grant Program (PFS)**. Evidence shows that a community wide vision to collaborate, share resources, and work towards a common goal is achievable through the use of SAMHSA's Strategic Prevention Framework. The grant program aims to establish, strengthen, and mobilize communities and partners **to prevent alcohol use, abuse, and misuse among all youth under the age of 21 in the Republic of Palau.**

FUNDING OPPORTUNITY DESCRIPTION

1. PURPOSE

The Partnership for Success Grants are designed to significantly address a major issue in the Republic of Palau with alcohol use/abuse by youth aged 12 to 20. These grant awards shall give state partners and local community resources to implement the SPF process at their levels to produce sustainable evidenced based strategies and practices. The program is based on the premise that changes at the community level will, over time, lead to measureable changes at the community level. By working together to foster change, communities and partners of high need can effectively begin to overcome the challenges underlying their substance abuse prevention priorities and achieve the goals of the Partnership For Success Grants. Equally important, the Partnership for Success Grant Program promotes the alignment and leveraging of prevention resources and priorities to eliminate duplicate efforts and effectively address priorities through collaboration and partnerships among many and varied stakeholders at all levels.

The PFS Grants Program has four goals:

- 1) prevent the onset and reduce the progression of substance abuse among youth;
- 2) reduce substance abuse-related problems in the community;
- 3) strengthen prevention capacity/infrastructure at the state, tribal and community levels; and
- 4) leverage, redirect and align state/tribal-wide funding streams and resources for prevention.

*For the purposes of this RFP, "youth" is defined as individuals 20 years of age and younger.

2. SPECIFICATIONS

This is a multi-part Request for Proposal. Interested individuals, vendors, or agencies may bid for parts or all of the RFP.

3. ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS - Each part and section of the RFP defines the type of agency, individual,

and/or vendor's eligibility.

4. APPLICATION SUBMISSION REQUIREMENTS

Specifications can be found in Appendix I attached. Follow the instructions from Bureau of Public Service System to submit your applications. **Your application must be received by the application deadline or it will be screened out and will not proceed to the grant review.** You are responsible for ensuring that you submit your application so that it will arrive by the application due date and time to the Procurement Officer, either at the Koror Office, or at the Ngerulmud Office of the Bureau of Public Service System.

Application Formatting Requirements

Applications that do not comply with the Application Formatting Requirements and/or provide all necessary information in their submissions will be screened out as ineligible and not proceeding to the proposal evaluation process.

5. ADMINISTRATIVE INFORMATION

A. AWARD NOTICES AND APPLICATION SUMMARY STATEMENTS

For all awardees, an award letter will be issued and the individual listed as the Business Official on the application will be contacted to pick up the letter in person. For communities, a contract will be drafted and attached with the letter for the community organization to review and formally adopt. For state agencies, an MOU will be drafted and attached to the award letter for the state agency to review and formally adopt.

All applicants whose applications were received shall receive a document that contains the grant scores and summarized comments.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

- If your application is funded, you must comply with all Terms and Conditions of the grant award.
- If your application is funded, you must also comply with the administrative requirements outlined in 45 CFR Part 74 or 45 CFR Part 92, as appropriate.
- If your application is funded, you will be held accountable for the information provided in the application relating to performance targets. Program liaison staff will consider the coalition's progress in meeting goals and objectives, as well as challenges and strategies for overcoming them, when making an annual recommendation to continue the grant and the amount of any continuation award. Failure to meet stated goals and objectives may result in suspension or termination of the grant award, or in reduction or withholding of continuation awards.
- Grant funds cannot be used to supplant current funding of existing activities. "Supplant" is defined as replacing funding of a recipient's existing program with funds from a federal grant.

C. REPORTING REQUIREMENTS

Progress and Financial Reports

All grantee sub-recipients are required to submit quarterly progress reports, financial reports, and all key deliverables outlined in each grantee contract terms and conditions. Full details regarding specific due dates shall be made available upon award notification. Failure to submit required reporting can result in automatic contract forfeiture and future funding de-obligations.

Publications

If you are funded under this grant program, you are required to notify the Prevention Development Officer and Division of Behavioral Health of any materials that are accepted for publication. In addition, sub-recipients:

- Shall provide the Ministry of Health with advance copies of publications.
- Include acknowledgment of the SAMHSA grant program as the source of funding for the project.
- Include a disclaimer stating that the views and opinions contained in the publication do not necessarily reflect those of SAMHSA, the U.S. Department of Health and Human Services.

The Ministry of Health and SAMHSA reserve the right to issue a press release about any publication deemed to contain information of program or policy significance to the substance abuse prevention community.

D. GLOSSARY OF TERMS

Activities: Efforts conducted to achieve identified objectives. Example: Conduct three responsible beverage server/seller trainings with 10 businesses represented at each training.

Authorized Representative/Official: The person authorized to sign the grant application as the official representative of the applicant organization who has the fiduciary authority to act on behalf of the applicant and assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Business Official: The individual responsible for the financial aspects of the grant (i.e. Authorized Representative/Official, Accountant, Bookkeeper).

Community-Level Change: Change that occurs within the overall population of the community.

Sub-recipient: The recipient of grant funds. For the purposes of this RFP, it is either a coalition that is a legally eligible entity (to receive federal funds) or a partnering agency that has agreed to be the legal partner in prevention.

Objectives: What is to be accomplished during a specific period of time to move toward achievement of a goal. Objectives should be expressed in specific, measurable terms. Example: By 10/30/18, decrease the percentage of alcohol sales to minors by 10% as measured by the rate of failed compliance checks (currently 25%).

Strategy: The overarching approach of how the coalition will achieve intended results. Example: Increase enforcement of laws prohibiting the sale of alcohol to minors through compliance checks.

APPENDIX 1 - SPECIFICATIONS

Interested individuals, vendors, and/or businesses can apply for parts or all sections described below. Partnership proposals are also accepted, but must describe each individual roles of each member of the partnerships.

PART 1 – COMMUNITY PROJECTS

*(Exclusively for established community organizations, schools, and government agencies who are currently receiving this award ****good standing and not high risk****)*

1.A STATES AND ORGANIZATIONS

Communities are invited to partner with the division of behavioral health to deliver environmental strategies within their communities. Evidenced based programs, strategies as identified and managed at the community level can contribute to a significant reduction of risk factors within the given community. Hence, the communities interested to mobilizing its youth may submit a proposal to provide the prevention services within the communities.

1.B SCHOOLS

Schools services youth ages 11 to 20 are invited to partner with the division of behavioral health to deliver selected evidenced based curriculums and environmental strategies within school environments. Evidenced based curriculums and youth-to-youth strategies as managed by schools and students can contribute to a significant reduction in risk factors for substance use and abuse. Schools are invited to submit a letter of intent to take part in this partnership. Letter of intent must be signed by the school leadership with a focal point and contact information.

1.C GOVERNMENT AGENCIES

Government agencies servicing youth ages 11 to 20 are invited to partner with the division of behavioral health to deliver selected evidenced based programs and environmental strategies within their environments. Evidenced based curriculums and youth-to-youth strategies as managed by key government agencies can contribute to a significant reduction in risk factors for substance use and abuse. Government agencies are invited to submit a letter of intent to take part in this partnership. Letter of intent must be signed on the letterhead of the government agency and signed by the minister. Focal point and contact information shall be incorporated in the letter of intent.

Interested agencies or organizations may submit a Proposal that includes a Letter of Intent that states the interest of the agency/organization, description of the said agency*, and a draft or sample program.

Description of the Agency/Organization shall include:

Organizational Profile

1. *Company/Organization name.*
2. *Company/Organization headquarters mailing address.*
3. *Company/Organization headquarters telephone number, including country code.*
4. *Organizational chart of Company/Organization. (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*
5. *List of proposed Key personnel to be involved in the project; must include detailed CV/Resumes and information on similar previous projects.*
6. *Must be established Organization with EIN & TIN*

Evaluation Criteria:

1. Organizational Profile and Capability (40%)
2. Feasibility and appropriateness of proposal (20%)
3. Proposed Implementation and timeline (20%)
4. Price (20%)

PART 2 – OFFICE SPACE

- A MINIMUM OF 2,000 SQUARE FEET OR MORE ENOUGH FOR 12 OR MORE STAFF
- SEPERATED BATHROOM INSIDE FOR MALE AND FEMALE WITH SINK
- SINK/SMALL KITCHENETTE SPACE
- CONFERENCE/MEETING ROOM SPACE FOR MINIMUM OF 15 PEOPLE
- ACCESSIBLE ENTRANCE FOR DISABLED
- PARKING SPACE
- TRASH COLLECTION
- MUST HAVE TELEPHONE ACCESSIBILITY/INTERNET ACCESS LINES
- FREE MAINTENANCE
- SHOULD BE CONVENIENTLY LOCATED IN DOWNTOWN KOROR

Evaluation Criteria:

1. Space dimension (40%)
2. Proximity Accessibility (30%)
3. Cost (30%)

PART 3 - SUPPLIES FOR PROGRAM’S TRAINING, OUTREACH & ACTIVITIES

3.A – SUPPLIES

Any interested offeror with capacity to provide supplies may submit a proposal to provide the division of behavioral health with the following supplies:

1) SIX (6) LAPTOP/NOTEBOOK

Specifications:

PROCESSOR	INTEL CORE i7
MEMORY/RAM	16 GB
VIDEO CARD	INTEGRATED VIDEO ACCELERATOR
HARD DRIVE	500GB OR HIGHER OR ANY SSD DRIVES
OPERATING SYSTEM	WINDOW 7/10 PROFESSIONAL
LCD SCREEN	13.3” or 14”
OPTIMAL DEVICE	STANDARD OPTICAL DISK DRIVE (OPTIONAL)
WARRANTY	AT LEAST ONE (1) YEAR WARRANTY

ACCESSORIES: (6 EACH)

- LAPTOP CASE
- WIRELESS MOUSE
- EXERNAL DRIVE (NO LESS THAN 1 TB)

2) TWENTY FIVE (25) TABLETS

Specifications:

PROCESSOR	1.9 GHz
MEMORY/RAM	3 GB OR HIGHER
HARD DRIVE	8 GB OR HIGHER
PLATFORM	ANDROID
SCREEN SIZE	7” OR 8”
SCREEN RESOLUTION	2048 X 1536 OR HIGHER
WARRANTY	AT LEAST ONE (1) YEAR WARRANTY

ACCESSORIES: (25 EACH)

- BOOK COVER CASE

3) (10) MICROSOFT SURFACE PRO 4

Specifications:

HARD DRIVE	256 GB SSD
------------	------------

MEMORY/RAM	8 GB RAM
PROCESSOR	INTEL IRIS "CORE i7"
PLUS GRAPHICS	INTEGRATED VIDEO ACCELERATOR
RESOLUTION	640

ACCESSORIES: (10 OF EACH)

- SURFACE PRO 4 TYPE COVER WITH FINGERPRINTS, ID-BURGUNDY
- SURFACE ARC MOUSE BURGUNDY
- WIRELESS DISPLAY ADAPTER
- SURFACE DOCK WITH 3 SURFACE CONNECT CABLES
- OFFICE 365 WINDOWS 10 PRO
- SURFACE TYPE COVER SIGNATURE EDITION (KEYBOARD)
- SLEEVE

Submission Requirements

- Proposer Must be licensed to do (the specific listed) business in the Republic of Palau.
- Proposer warrants that he/she is fully qualified, with adequate personnel, experience and resources to undertake the services required and meet all obligations outlined in this RFP and the resulting contract within a reasonable time.

VI. Evaluation Criteria

1. Total Cost.....60%
2. Proposed Availability and timeline of receipt of items.....40%

The maximum possible total combined score for a proposal is 5 weighted points. Each Major category is assigned a weight, and each evaluator will rate the categories with the following points:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

Proposals will be evaluated based on the following formula:

Criteria 1 Points x Weight % = Criteria 1 Score

Criteria 2 Points x Weight % = Criteria 2 Score

Criteria 3 Points x Weight % = Criteria 3 Score

Criteria 1 + Criteria 2 + Criteria 3 = TOTAL SCORE