



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](mailto:bpss@palaugov.org) Website: <http://www.palaugov.org/bpss>

## **REQUEST FOR PROPOSAL**

Date of Issue: **May 14, 2018**

RFP No.: **PCS-2018-025**

### **SOLICITATION INFORMATION AND SELECTION SCHEDULE**

Solicitation (RFP) Number: PCS-2018-025

Solicitation Title: To assist MOE in consulting the Palau's Career and Technical Education (CTE) Program, Teacher Professional Development Continuing Workshop series.

Date of Issue: May 14, 2018

### **MANDATORY REQUIREMENTS AND DATES**

Inquiries Due Date: May 25, 2018 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: ~~June 12, 2018 (Tuesday) 4:00 pm Palau Time~~

**June 22, 2018 (Friday) 4:00pm Palau Time**

RFP Opening Date: ~~June 13, 2018 (Wednesday) 10:00 am Palau Time~~

**June 25, 2018 (Monday) 10:00 am Palau Time**

Anticipated Contract Award: ~~July 13, 2018~~ **July 25, 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 Education in consulting the Palau’s Career and Technical Education (CTE) Program, Teacher Professional Development Continuing Workshop series.** Interested vendors may obtain copies of specifications by going to the Bureau of Public Service System Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-488-4776.
- 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 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** (Professional 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 June 22, 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. 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.
  
- d. 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) May 25, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on May 29, 2018.

**IV. RFP Timeline:**

Bidding Period	May 14, 2018 to June 12, 2018
Inquiries/Clarification Due	May 25, 2018 (4pm Palau Time)
Answers Responses will be Posted	May 29, 2018
RFP Closing Date	June 22, 2018
RFP Opening Date	June 25, 2018
Anticipated Contract Award	July 25, 2018

**V. Scope of Work:**

**Summary**

The Ministry of Education CTE Program is seeking professional consulting services for delivering a series of two training sessions for Palau High School Teachers, counselors, and school leadership in the following priority areas.

**Scope of Work**

- Leadership Training and Team Building.
- Professional Learning Communities and Data Plan.
- Discipline Strategies and Solution.
- How to increase rigor in the classroom.
- How to create higher level questions.

**Requirement and Qualifications**

- Structure: Strong classroom environment that enhances student learning in block scheduling.
- Sustainability: Process and systems that ensure the engagement, structure and sustainability of the block scheduling by increasing student learning.
- Awareness: Creating awareness surrounding shortfalls and strengths of block scheduling and how to maximize its effectiveness.
- Effectiveness: Solutions that are designed to ensure effectiveness of interventions.
- Progression: Increased engagement and learning resulting from interventions.

**VI. Evaluation Criteria**

1. Alignment to scope of work – 30%
2. Service fee – 30%
3. Demonstrable competence and qualifications – 20%
4. Previous successful working relationship with MOE-20%

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:

<b>Points</b>	<b>Description</b>
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**