



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: January 30, 2018

RFP No.: PCS-2018-013

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-013

Solicitation Title: To assist the MOE in conducting training for Teachers and Trainers for grades 6-8 on Draw the Line, Respect the Line, curriculum materials in the Personal Responsibility Education Program (PREP) for the year 2 of the program.

MANDATORY REQUIREMENTS AND DATES

Expression of Interest Due: February 21, 2018 (Wednesday) 4:00 pm Palau Time

Inquiries Due Date: February 9, 2018 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: February 28, 2018 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: March 1, 2018 (Thursday)

Anticipated Contract Award: April 1, 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 MOE in conducting training for Teachers and Trainers for grades 6-8 on Draw the Line, Respect the Line, curriculum materials in the Personal Responsibility Education Program (PREP) for the year 2 of the program.** 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 **MUST 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*

February 28, 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 and Employee Information, References, List of current or past contracts with the Republic of Palau, and other projects similar to the scope of this RFP. Copies of Business license should be provided in this section as well.
 - ii. Section 2 – Description of services and technical proposal, and any other documents required by the scope of work below.
 - iii. Section 3 – 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) February 9, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on February 15, 2018.

IV. RFP Timeline:

| | |
|----------------------------------|---------------------------------------|
| Bidding Period | January 30, 2018 to February 28, 2018 |
| Inquiries/Clarification Due | February 9, 2018 (4 pm Palau Time) |
| Answers Responses will be Posted | February 15, 2018 |
| RFP Closing Date | February 28, 2018 |
| RFP Opening Date | March 1, 2018 |
| Anticipated Contract Award | April 1, 2018 |

V. Scope of Work:

Project Title:

Evidenced Based Prevention Training for Draw the Line, Respect the Line for grades 6 to 8 Trainers and Teachers.

Project Objective:

Beginning in academic year 2016-2017, Palau's Ministry of Education will begin implementation of a newly selected evidenced based prevention (EBP) program for teenage pregnancy prevention. The selected EBP, Draw the Line, Respect the Line, and will be implemented in all public schools for students in grades 6, 7 and 8. As this curriculum and the approach to EBP's follows a new methodology, both MOE Staff, specialists and teachers required training to become familiar with this curriculum and specific techniques and methodologies for implementing this program in the classrooms. Therefore, the MOE requires the serves as local trainers and for teachers. Training for teachers of grades 6 to 8 and staff will include approximately 60 teachers and 10 MOE staff and specialists.

Consultant will provide the following services:

1. Conduct teacher training workshop(s) for grades 6 to 8 teachers and staff:
 - a) In conjunction with MOE staff, determine content for teachers training workshop.
 - b) In conjunction with MOE staff, develop, propose, negotiate and finalize teacher training workshop agenda;
 - c) Implement teacher training workshop;
 - d) Complete and submit final report of the training; which will include participant evaluations.
2. Conduct training of trainers' workshop for selected specialists, teachers and staff:
 - a) In conjunction with MOE staff, develop, propose, negotiate and finalize workshop agenda;
 - b) Implement training of trainers' workshop;
 - c) Develop agenda for with trainers for subsequent teacher training workshop for training events in subsequent years;
 - d) Complete and submit final report of training.
3. Assure that the materials developed align with the outcome objectives that are measured by the PREP program entry/exit student survey.

Qualification Requirements/Evaluation Criteria

- a. Demonstrable competence and qualifications
- b. Previous experience with both the PREP program, and curriculum development
- a. Experience in the performance of the same or related services
- b. Service fees

Bid Submitted shall include

- Resumes of all staff involved in the project
- Detailed description of the work/activities to be carried out
- References/Names and addresses of previous clientele
- The total cost for performance of contract
- Any other relevant documents

VI. Evaluation Criteria

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 |

1. 20% - Feasibility and appropriateness of Proposal
2. 20% - Proposed delivery date and training timeline
3. 15% - Demonstrable capability to install hardware and upload appropriate grade level applications and train MOE personnel on the use of the hardware and software
4. 15% - Demonstrable means of servicing and maintaining hardware and software throughout and beyond the warranty period.
5. 15% - Proposed items must be versions acceptable to the MOE.
6. 10% - Total project cost.
7. 5% - Review of prior work in this area.

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 4 Points x Weight % = Criteria 4 Score

Criteria 5 Points x Weight % = Criteria 5 Score

Criteria 6 Points x Weight % = Criteria 6 Score

Criteria 7 Points x Weight % = Criteria 7 Score

Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4 + Criteria 5 + Criteria 6 + Criteria 7 = TOTAL SCORE