



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: January 30, 2018

RFP No.: PCS-2018-014

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-014

Solicitation Title: To assist the MOE in developing curriculum materials for the Adult Preparation Subject in the Personal Responsibility Education Program (PREP) for the year 2 of the program.

Date of Issue: January 30, 2018

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 developing curriculum materials for the Adult Preparation Subject 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.*

- c. RFP Deadline. Proposals must be received by the Bureau of Public Service System Office in Koror or Capitol by **4:00pm (Palau Time) on February 2, 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.
- d. 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 ROP Business license should be provided in this section as well if you have one.
 - 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.
- e. Vendor Responsibilities. All Vendors shall:
 - i. examine the entire RFP,
 - ii. seek clarification of any item or requirement that may not be clear by the deadline set in this RFP for inquiries,
 - iii. check all responses for accuracy before submitting a Proposal and,
 - iv. submit the entire Proposal by the Proposal Due Date and Time.
- f. 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

Project Title:

Development of curriculum and instructional materials for the Adult Preparation Subjects under the PREP grant program.

Project Objective:

Palau's Ministry of Education has received funds to implement the Personal Responsibility Education Program. This program aims to educate students about their personal responsibility in teen pregnancy prevention. The Ministry will be implementing a selected Evidence-Based program (EBP) for teen pregnancy prevention in all public schools, for students in grades 6, 7 and 8. In addition to implementing the selected EBP, the Ministry is seeking the services of a consultant to develop curriculum materials for the selected Adult Preparation Subjects (APS).

V. Scope of Work:

Consultant will provide the following services:

1. Develop lesson plans, and curriculum materials for the following Adult Preparation subjects:
 - a) Healthy Relationships
 - b) Healthy Life Skills, and
 - c) Financial Literacy
2. Assure that the curriculum materials developed align with the selected curriculum.
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