



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: **March 27, 2018**

RFP No.: **PCS-2018-022**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2018-022

Solicitation Title: **To Develop and implement an Electronic Medical Record System**

Date of Issue: March 27, 2018

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: April 13, 2018 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: April 25, 2018 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: April 26, 2018 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: May 27, 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 develop and implement an Electronic Medical Record System for the Ministry of Health.** 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 ***other 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** (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 April 25, 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 13, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on April 17, 2018.

IV. RFP Timeline:

Bidding Period	March 27, 2018 – April 25, 2018
Inquiries/Clarification Due	April 13, 2018 (4pm Palau Time)
Answers Responses will be Posted	April 17, 2018
RFP Closing Date	April 25, 2018
RFP Opening Date	April 26, 2018
Anticipated Contract Award	May 26, 2018

V. Scope of Work:

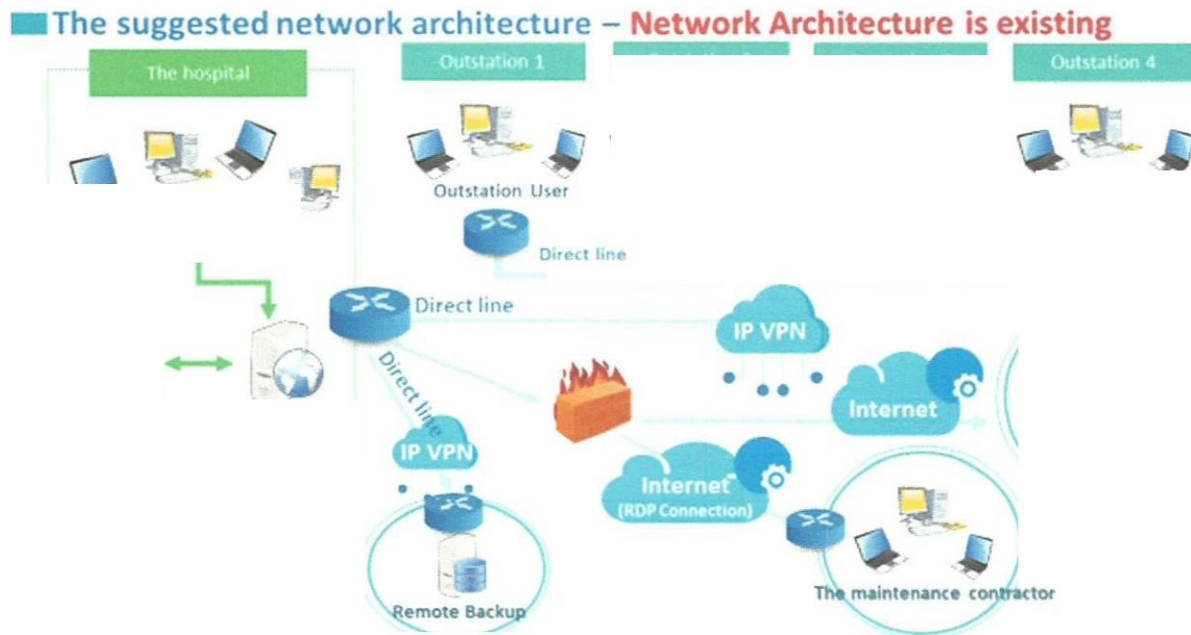
1. Establish the software and database needed for a healthcare information management system in Belau National Hospital.
2. Integrate the healthcare database in the community health centers.
3. Provide user trainings on the system.
4. Establish a healthcare information system platform that can provide users a stable environment for inquiry, management and audit.
5. The system should follow related standards, information security, privacy protection regulations issued by Palau Ministry of Health.
6. Infrastructure used for EMR should take into account the future international healthcare information exchange and comply with international standards.
7. Establish electronic storage space and function of medical records and scan the patients past medical records and upload to the EMR.
8. Ensure high usability, compatibility and scalable flexibility of the system.
9. Provide relative documentation of the results of any system assessment, project design and development.
10. Provide technical consultation regarding the projects.

System Environment Platform:

DB SERVER		
Item#	Item Description	Specification Details
1	Infrastructure	Intel Xeon 10 Core, 32G RAM,125g SSD, Lan 1Gbit
2	Operating system	Windows Server 2012 R2
3	Database	MS SQL Server 2016
4	Database Engine	SQL Language
5	Support Unicode	

WEB SERVER		
1	Infrastructure	Intel Xeon 10 Core, 32G RAM,125g SSD, Lan 1Gbit
2	Operating system	Windows Server 2012 R2
3	Web server	IIS Server 8.5
4	Software/Languages	ASP.NET Framework, MVC
5	Web Browser	IE 9 and up, MS Edge , Chrome, Firefox
6	Need to Support Unicode and developed on web-based architecture	

Note: Server Hardware & Software are already existing and provided by BNH.



Submission Requirements

- Establish a comprehensive healthcare database and develop integrative information system.
- Provide a healthcare management services.
- Increase the stability and usability of information system to ensure information security.
- Plan and design and Electronic Medical Records system and exchange platform for EMR operational procedures, security requirements, international standards and other requirements.

VI. Evaluation Criteria

1. Feasibility and Appropriateness of Proposal: Applicable methodology, well defined timelines and deliverables well-articulated, specific and measureable objectives, and contextualized – 40%
2. Demonstrable Capability of Organization: Project understanding and experience, expertise, resources, certified staff, and evidence of successful completion of similar project – 30%
3. Cost – 20%
4. Adherence to RFP instructions (timeliness, completeness, overall quality and professionalism – 10%