



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: **November 16, 2018**

RFP No.: **PCS-2019-002**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-002

Solicitation Title: To assist the MOE in conducting a Principals' Leadership training for Public Schools Principals

Date of Issue: November 16, 2018

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: November 26, 2018 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: December 17, 2018

RFP Opening Date: December 18, 2018

Anticipated Contract Award: January 18, 2019

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 conducting a Principals' Leadership Training for Public Schools Principals.** 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 December 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. 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) November 26, 2018.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on November 30, 2018.

IV. RFP Timeline:

Bidding Period	November 16, 2018- December 17, 2018
Inquiries/Clarification Due	November 26, 2018
Answers Responses will be Posted	November 30, 2018

RFP Closing Date	December 17, 2018
RFP Opening Date	December 18, 2018
Anticipated Contract Award	January 19, 2019

V. Scope of Work:

Summary

The Ministry of Education received funding through its Education Grant Program for the Freely Associated States (EGPFAS) to conduct a leadership training for public school principals. MOE is looking to adopt/adapt an evidence-based leadership training program that will help train public school principals to become effective instructional leaders of their school.

Scope of Work

Consultant(s) contracted must provide the following services:

- Consultant(s) must provide a description of the proposed leadership training program for school principals;
- In conjunction with MOE Staff, propose, negotiate and finalize training design to include a training of trainers' component.
- In conjunction with MOE staff, schedule a one to two-hour visit to three central schools to observe principals' daily routine from which the consultant(s) will use to make connection to what principals are learning in the training to actual school operations/management;
- Implement a 5-day principals' leadership training program;
- Complete and submit evaluation report of the training to Director of Curriculum and Instruction.

Requirement and Qualifications

- Resume of all staff involved in the project
- Detailed description of the work/activities to be carried out.
- Reference/names and addresses of previous clientele
- The total cost for performance of contract.
- Advance degree in Education or related filed.
- Must have previous successful experience in conducting leadership training, preferably for school principals.
- Must have knowledge of the ROP educational system and previous successful working relationship with the Ministry of Education.

VI. Evaluation Criteria

1. Total Project cost – 50%
2. Feasibility and appropriateness of proposal (Proposal must be aligned to work scope and with implementation timeline) – 25%
3. Meets qualification requirements---25%

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