



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: April 29, 2019

RFP No.: PCS-2019-013

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-013

Solicitation Title: **To assist in developing the Republic of Palau National Archive System**

Date of Issue: April 29, 2019

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 8, 2019 (Wednesday) 4:00 pm Palau Time

Expression of Interest: May 14, 2019 (Monday) 4:00pm Palau Time

Proposal due Date and Time: May 28, 2019 (Tuesday) 4:00pm Palau Time

RFP Opening Date: May 29, 2019

Anticipated Contract Award: June 29, 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 in developing the Republic of Palau National Archive System.** 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 ***local 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 electronic format (in a USB/thumb drive) of the finalized proposal, one (1) original printed proposal, and 5 hard 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 May 28, 2019** 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 8, 2019**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **May 10, 2019**.

IV. RFP Timeline:

Bidding Period	April 29, 2019 to May 28, 2019
Inquiries/Clarification Due	May 8, 2019 (4pm Palau Time)
Answers Responses will be Posted	May 10, 2019
Expression of Interest	May 14, 2019
RFP Closing Date	May 28, 2019
RFP Opening Date	May 29, 2019
Anticipated Contract Award	June 29, 2019

V. Project Objective:

To address the need for a system for National Archives. The plan is to seek proposals from qualified proponents for procurement and training on the new document archiving system. The new archiving system would utilize digital media to take advantage of efficient features including indexing and enhanced search functions. The archiving system shall include hardware and software that would address the document and records maintenance requirements for the National Archives of the Republic of Palau.

The purpose of the Archive Management System is to ensure the safe and long-term storage and accessibility of the documents stored in the archive. Responsibilities of the Archive Management System include:

- Receiving new documents and media from document producers
- Modifying the documents and media as necessary to ensure that they conform to archive standards
- Extracting descriptive metadata from content sources as needed
- Normalizing descriptive metadata values and representation
- Validating documents and media contents to ensure that they are accurate and consistent
- Providing documents and media updates to the Search and Archive system for eventual dissemination to the public
- Ensuring the long-term stability of the archive
- Tracking package versions as necessary

VI. Scope of Work

1. Asses the National Archiving requirements.
2. Develop Archiving System
 - a. System at minimum must have these functions
 - i. Securely stores documents
 - ii. Retains the documents as long as needed
 - iii. Purges documents when they are no longer needed
 - iv. Provides security for internal and external access.
 - v. Provide security by department and by roles within the department
 - vi. Accommodate all types of data types
 1. Video, audio, any digital file type.
 - vii. Archive data must be accessible independent of the application
 - viii. Fast access
 - ix. Authenticity of data archived
 - x. Audit Trail for data archived
 - xi. Publishing archives
 - xii. Online searching

- xiii. Approval flow. Documents are archived and approved before publishing
3. Develop Ethernet network for the National Archive
4. Develop Backup System for the National Archive

Minimum Requirement:

Development must be completed through the following phases:

1. *Phase 1:* System analysis and Planning
2. *Phase 2:* Design and Develop system
3. Phase 3: Hardware Installation
4. *Phase 3:* Testing and Implementation
5. *Phase 4:* Importation of Data from current storage

Other Requirements:

1. Minimum of two years of maintenance on any code correction or program errors.
2. Web based interface
3. Developed software will be the property of Palau National Government.
4. Provide System Installation disk.
5. Implement Backup strategy
6. Training
7. Offsite Backup

Hardware requirements

- Servers necessary and required after assessment
 - Database server
 - Storage server
 - Backup server.
 - File server
- Scanners required by assessment
- Tape Library for backup files
- VHS digitizing machine. Digitize VHS media
- 42 PC
 - 16 GB Ram 1TB Hd. I7 Processor
- 15 laptops
 - Microsoft Surface Pro 6 with keyboard cover
 - 8Gb Ram 256 Gb HD
- 6 projectors
1080p

All proposals must complete with all requirements. No partial proposals will be accepted.

Requirement and Qualifications

Proposal Received Shall Contain the Following:

1. Information on relevant experiences.
2. Pricing- Fee proposal and payment schedule requested
3. Bio-Data of person or persons who will perform the require services
4. A detailed plan for accomplishment of the above task

VII. 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	Points	Description
0	Fails	3	Good
1	Poor	4	Very Good
2	Fair	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