



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: May 20, 2019

RFP No.: PCS-2019-015

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-015

Solicitation Title: To assist the MOE in conducting training on literacy skills for public elementary school teachers, high school English teachers, principals and specialists.

Date of Issue: May 20, 2019

MANDATORY REQUIREMENTS AND DATES

Expression of Interest Due: May 30, 2019 (Thursday) 4:00 pm Palau Time

Inquiries Due Date: June 3, 2019 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: June 18, 2019 (Tuesday) 4:00 pm Palau Time

RFP Opening Date: June 19, 2019 (Wednesday) 10:00 am Palau Time

Anticipated Contract Award: July 19, 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 Ministry of Education in conducting training on strategies to improve literacy skills for public elementary school teachers, high school English teachers, principals and specialists.** Interested vendors may obtain copies of specifications by contacting the Bureau of Public Service System Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415.
- 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. Intention to Bid. In order for your business to be considered for this RFP, you **MUST** submit a written Expression of Interest (EOI) to the Procurement Officer

by May 30, 2019 by emailing bpss@palaugov.org or providing a written EOI to the BPSS Office located at the Ministry of Finance in Ngerulmud, Melekeok. The email or letter shall include Business or organization Name, Point of Contact or Authorized Representative, phone number, email address, and statement of your interest to bid.

- b. 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.
- c. 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 five (5) hard copies. Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.*** In addition to the hard copies of the proposal, one complete and exact copy of the entire proposal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format or PDF format shall also be submitted. The electronic copy must be a mirror image of the hard copy. Proposals must be received by the Bureau of Public Service System Office in Koror or Capitol by **4:00pm (Palau Time) on June 18, 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.
- 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. 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.
- e. 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.
- 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) June 3, 2019.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on June 5, 2019.

IV. RFP Timeline:

Bidding Period	May 20, 2019- June 18, 2019
Intention to Bid Due (Expression of Interest)	May 30, 2019 (4 pm Palau Time)
Inquiries/Clarification Due	June 3, 2019 (4 pm Palau Time)
Answers Responses will be Posted	June 5, 2019
RFP Closing Date	June 18, 2019
RFP Opening Date	June 19, 2019
Anticipated Contract Award	July 19, 2019

Project Title:

Strategies to Improve Literacy Skills

Project Objective:

Palau’s Ministry of Education is seeking the services of qualified teacher trainer(s) to conduct training for teachers and staff on strategies to improve literacy skills at the elementary level and high school level. MOE is seeking trainer(s) to conduct 11days of training organized into 4 workshops. The workshops will include a three-day (4 hour/day) training for each of the three groups and a two-day (6 hour/day) training for the outlying schools: Grades 1-3 teachers (three days), Grade 4-6 teachers (three days), Grade 7-9 teachers (three days) and teachers from the outlying schools (two days). Each training will include approximately 60 teachers and MOE staff/specialists per workshop.

Scope of Work:

Consultant will provide the following services:

1. Conduct teacher training workshop(s) on strategies to improve literacy skills for grades 1 to 9 teachers and staff:
 - a) In conjunction with MOE Staff, determine content for teacher training workshop. The focus of the training will be on topics that our teachers have difficulties with (e.g., fractions, measurement, probability, word problems for appropriate grade levels, and proportional reasoning and multivariate statistical methods for 7th and 8th grade, etc.).
 - b) In conjunction with MOE Staff, develop, propose, negotiate and finalize teacher training workshop agenda;
 - c) Implement teacher training workshop;
2. In conjunction with MOE staff, schedule a one to two-hour visit to two central schools to observe classroom instruction from which the consultant(s) will use to make connection to what teachers are learning in the training to actual classroom instruction.
3. Complete and submit evaluation report of the training to Director of Curriculum and Instruction

English Content, Knowledge and Skills for Training

Grade Level	Content, Knowledge and Skills
K-3	Alphabetic Principles
	Phonemic Awareness
	Phonics
	Helping students to read
	Intervention strategies for struggling readers
	Ways to Learn Words
	Reading Strategies

	Writing Techniques
	Graphic Organizers to help writing
	Cooperative Learning
	Using Data to Differentiate Instruction
	Systematic Phonics Instruction
	Reading to Learn
Grades 4-6	Reading Literary and Informational Texts: How structures and features support reading comprehension
	Understand different texts and purposes
	Monitoring Reading for Understanding
	Ways to Learn and Work with Vocabulary Words: Academic Words / Tiered Vocabulary
	Reading Strategies
	Parts of Speech
	Interventions strategies for struggling Readers
	Using Data to Differentiate Instruction
	Writing Process and Techniques
	Graphic Organizers to help writing
Grades 7-9	Ways to Learn and Work with Vocabulary Words: Academic Words / Tiered Vocabulary
	Reading Comprehension Strategies
	Understanding the different texts and purposes
	Word Problem
	Writing Styles and Techniques
	Graphic Organizers to help writing

Requirements:

- Demonstrable competence and qualifications
- Previous experience with teacher training
- Experience in the performance of the same or related services.
- Previous experience working with Palau’s Ministry of Education is desirable.

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

V. 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

No.	Criteria	Percentage
1	Total project cost	20%
2	Feasibility and appropriateness of proposal (Proposal must respond to tasks listed in work scope).	35%
3	Proposed implementation and Timeline	30%
4	Review of prior work in this area	15%
Total		100%

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 1 + Criteria 2 + Criteria 3 + Criteria 4 = TOTAL SCORE