



Ministry of Finance
BUREAU OF PUBLIC SERVICE SYSTEM
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REQUEST FOR PROPOSAL

Date of Issue: **June 10, 2019**

RFP No.: **PCS-2019-017**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-017

Solicitation Title: To assist the MOE in consulting the Palau's Career and Technical Education (CTE) Program, Teacher Professional Development Continuing Workshop series.

Date of Issue: June 10, 2019

MANDATORY REQUIREMENTS AND DATES

Expression of Interest Due: June 17, 2019 (Monday) 4:00 pm Palau Time

Inquiries Due Date: June 21, 2019 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: July 10, 2019 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: July 11, 2019 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: August 11, 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 consulting the Palau’s Career and Technical Education (CTE) Program, Teacher Professional Development Continuing Workshop series.** 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 June 17, 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 July 10, 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 21, 2019.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on June 25, 2019.

IV. RFP Timeline:

Bidding Period	June 10, 2019- July 10, 2019
Intention to Bid Due (Expression of Interest)	June 17, 2019 (4 pm Palau Time)
Inquiries/Clarification Due	June 21, 2019 (4 pm Palau Time)
Answers Responses will be Posted	June 25, 2019
RFP Closing Date	July 10, 2019
RFP Opening Date	July 11, 2019
Anticipated Contract Award	August 11, 2019

Scope of Work:

The Ministry of Education CTE Program is seeking professional consulting services for delivering a series of two training sessions for Palau High School teachers, counselor and school leadership to address the following priority areas.

1. What is student engagement? How do we divine engagement? How to engage students?
2. Train on various engagement strategies and how to implement them for different disciplines.
3. Implementation of multiple engagement strategies for different disciplines.
4. Engagement strategies that work. Sharing success regarding various engagement strategies teachers will be required to implement after the first training session.
5. What does it mean to “differentiate” instruction? How to differentiate instruction based on student learning style and ability?
6. Differentiated learning structures that work in classrooms.

Expected Outcomes:

- Structure: Strong classroom environment that enhances student engagement and learning results.
- Sustainability: Processes and systems that maximize student engagement in block scheduling to increase student learning.
- Awareness: Creating teacher awareness surrounding critical areas and strengths of student engagement and learning results.
- Effectiveness: Implementing solutions that are designed to ensure effectiveness of student engagement and differentiated instruction.
- Progression: Increasing student engagement and learning resulting from teacher interventions.

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	Alignment to scope of work	30%
2	Service Fee	30%
3	Demonstrable competence and qualifications	20%
4	Previous successful working relationship with MOE	20%
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