



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: September 6, 2019

RFP No.: PCS-2019-026

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2019-026
Solicitation Title: To provide Ministry of Justice system upgrade phase III
Date of Issue: September 6, 2019

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: September 13, 2019 (Friday) 4:00 pm Palau Time
Answers Responses: September 17, 2019 (Tuesday) 3:00 pm Palau Time
Expression of Interest: September 20, 2019 (Tuesday) 4:00 pm Palau Time
Proposal Due Date and Time: October 7, 2019 (Monday) 4:00 pm Palau Time
RFP Opening Date: October 8, 2019 (Tuesday) 10:00 am Palau Time
Anticipated Contract Award: November 8, 2019

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 provide Ministry of Justice system upgrade phase III.** 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 ***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 shall provide proof of applicable ROP Business License (Applicable Business 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 September 20, 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 October 7, 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 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.
- 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) September 13, 2019.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on September 17, 2019.

IV. RFP Timeline:

Bidding Period	September 6, 2019 – October 7 , 2019
Inquiries/Clarification Due	September 13, 2019 (4pm Palau Time)
Answers Responses will be Posted After	September 17, 2019
Expression of Interest	September 20, 2019
RFP Closing Date	October 7, 2019
RFP Opening Date	October 8, 2019
Anticipated Contract Award	November 8, 2019

Project Objective:

The purpose of this data system upgrade project is to establish and ensure data sharing, data exchange, data security, and long term data back-up mechanism and establish a secured electronic mailing system for all employees under the ministry. System upgrade includes:

- Establish and Implement data sharing among four (4) individual data systems of the Ministry of Justice; namely Border Management System of the Division of Immigration, Bureau of Public Safety Data System of the Bureau of Public Safety, Attorney General’s Data System of the Office the Attorney General and Division of Labor Management System of the Division of Labor.
- Virtualize the MOJ system for data backup and system redundancy
- Long Term and secured backup solution for ministry’s data system
- Design and Implement Security solutions for MOJ system data exchange both internal and external
- Ensure long term stability of the ministry’s data system
- Implement a secured electronic mailing application

Scope of Work:

1. Asses the ministry's data system requirements
 2. Develop data exchange system
 - a. Minimum system functions
 - i. Information Exchange
 1. Division of Labor- Work Permit, Provisional Visa, Employment Clearance, Application Status
 2. Division of Immigration – Movements, Alerts, Permit Applications,
 3. Bureau of Public Safety – Driver's License, ID Cards, Police Clearance, Citations, Arrest Warrants
 4. Office of the Attorney General - Case Records, Sexual Offenders, Pleas
 5. Secured data sharing
 6. Secured access both internal and external
 7. Secured access by roles and levels within the departments
 - ii. Develop a Virtualize system for the Ministry of Justice
 - iii. Develop back-up solution
3. Develop and install email domain for the ministry of justice to serve 500 plus users
 - i. Minimum Requirements
 1. 500 plus user accounts
 2. Minimum of 15GB storage for each users
 3. Secured login with virus protection
4. Develop and implement an offsite automated data backup solution
 - a. Auto data back up from all existing data system
 - b. Backed up data shall be secured and accessible
 - c. Provide a secured storage for all backed up

Minimum Requirements

System Developments must be completed through the following phases with a term of 12months upon signing of service contract.

- 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*

6. Phase 5: Training

7. Minimum of two years of maintenance on any code correction or program errors.
8. Web based interface
9. Program codes, software(s) including hardware(s) shall be the property of Republic of Palau
10. Provide System Installation disk.
11. Implement Backup strategy
12. Training for all users
13. Detailed and comprehensive technical training to system admin on system configuration and other technical aspect of the system
14. Offsite Backup
15. Provide a written user guide and system configuration manual
16. Project must be completed with-in 12mos after awarding

Hardware Requirements

1. Servers necessary and required for optimal performance after assessment
 - Virtual Server
 - Storage Server
 - Mail Server
2. UPS-Back up power
3. Laptop/tablet pc
 - a. Lenovo Idea Pad 720S - 3ea
 - Minimum Requirements
 - 32GB
 - Speed – 2.8GHz or higher
 - Resolution: 1920 x 1080
 - Display Size: 15.6 in
 - HD size: 1TB or higher
 - Item Weight: 4.19lbs or less
 - Wireless Capable
 - Equipped with : RJ45 plug, USB 3.0
 - OS: Windows 10 pro
 - Processor: Quad Core i7 of higher
 - Average Battery Hours: 8hrs or better

Evaluation Criteria:

1. Organizational Profile and Capability (40%)
2. Feasibility and appropriateness of proposal (20%)
3. Proposed Implementation and timeline (20%)

4. Price (20%)

Submission Requirements

- Proposer Must be licensed to do (the specific listed) business in the Republic of Palau.
- Proposer warrants that he/she is fully qualified, with adequate personnel, experience and resources to undertake the services required and meet all obligations outlined in this RFP and the resulting contract within a reasonable time.

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