



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 / Fax: (680) 767-2416
E-Mail: bpss@palaugov.org Website: <http://www.palaugov.org/bpss>

REQUEST FOR PROPOSAL

Date of Issue: August 25, 2020

RFP No.: PCS-2020-019

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2020-019

Solicitation Title: To assist the Ministry of Education in providing course work for MOE teachers, principals and staff leading toward AA/AS, BA or MA degree in education, for Project year 2020-2023.

Date of Issue: August 25, 2020

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: August 31, 2020 (Monday) 4:00 pm Palau Time
Answers/ Response: September 3, 2020 (Thursday) 11:00 am Palau Time
Expression of Interest: September 7, 2020 (Monday) 4:00 pm Palau Time
Proposal Due Date and Time: September 24, 2020 (Thursday) 4:00 pm Palau Time
RFP Opening Date: September 28, 2020 (Monday) 10:00 am Palau Time
Anticipated Contract Award: October 28, 2020

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 providing course work for MOE teachers, principals and staff leading toward AA/AS, BA or MA degree in education, for Project year 2020-2023.**
- b. 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.
- c. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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 7, 2020** 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 September 24, 2020** 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) **August 31, 2020**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **September 3, 2020**.

IV. RFP Timeline:

Bidding Period	August 25, 2020 – September 24, 2020
Inquiries/Clarification Due	August 31, 2020 (4pm Palau Time)
Answers Responses will be Posted After	September 3, 2020
Expression of Interest	September 7, 2020
RFP Closing Date	September 24, 2020
RFP Opening Date	September 28, 2020
Anticipated Contract Award	October 28, 2020

Project Title:

Continuing Education for MOE Teachers, Principals and Staff for Project Year 2020-2023

Project Objectives:

The Education Grant Program for the Freely Associates States (EGPFFAS), a US federal grant under the Ministry of Education, has a goal to improve the quality of public school teachers, principals, and staff. The EGPFFAS project supports improving MOEs’ staff quality primarily through supporting formal educational and training opportunities for MOE teachers, principals, and staff for Project Year 2020-2023. One of the major activities under this project is to increase the number of teachers eligible to meet local certification criteria (which is defined as having at least an AS Degree in Education). The other activity is to support teachers working to earn a Bachelor’s Degree or a Master’s Degree in Education.

Scope of Work

1. Provide on-island college credit courses for up to 50 teachers/staff annually leading toward an AS degree in Education;
2. Provide college credit courses for up to 25 teachers/staff leading towards a Bachelor’s or Master’s Degree in Education;
3. Provide enrollment data at the end of each semester to include names of MOE teachers/principals/staff, number of credits enrolled per student at the beginning of each semester and number of credits earned per student at the end of each semester. **This data must be provided to MOE within 30 days after the end of each semester.**
4. Bill MOE only for credits attempted and earned. Payment for credits attempted and failed or withdrawn shall be the responsibility of each individual student

Requirements:

- Institution is fully accredited by the Western Association of Schools and Colleges.
- Previous experience in providing college credit courses to MOE teachers and staff
- Knowledge of the Republic of Palau’s Educational System and previous successful working relationship with the Ministry is preferred.

Bid submitted shall include:

- Description of work/activities to be carried out;
- The total project cost for performance of contract and any other relevant documents.

Evaluation Criteria

- Feasibility and appropriateness of proposal 40%
- Total project cost 25%
- Accredited Institution familiar with educational challenges of Palau’s student population..... 25%
- Review of prior work in this area 10%

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 4 Points x Weight % = Criteria 4 Score

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