



Ministry of Finance  
**BUREAU OF PUBLIC SERVICE SYSTEM**  
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## **REQUEST FOR PROPOSAL**

Date of Issue: September 8, 2020

RFP No.: PCS-2020-020

### **SOLICITATION INFORMATION AND SELECTION SCHEDULE**

Solicitation (RFP) Number: PCS-2020-020

**Solicitation Title:** To assist the Ministry of Education in performing the duties of an external evaluator(s) for the Education Grant Program for the Freely Associated States (EGPFAS) for project year 2020-2023.

Date of Issue: September 8, 2020

### **MANDATORY REQUIREMENTS AND DATES**

Inquiries Due Date: September 14, 2020 (Monday) 4:00 pm Palau Time

Answers/ Response: September 16, 2020 (Wednesday) 11:00 am Palau Time

Expression of Interest: September 21, 2020 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: October 7, 2020 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: October 8, 2020 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: November 9, 2020

  
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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 MOE in performing the duties of an external evaluator(s) for the Education Grant Program for the Freely Associated States (EGPFFAS) 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 21, 2020** by emailing [bpss@palaugov.org](mailto: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, 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) **September 14, 2020**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **September 16, 2020**.

**IV. RFP Timeline:**

Bidding Period	September 8 – October 7, 2020
Inquiries/Clarification Due	September 14, 2020 (4pm Palau Time)
Answers Responses will be Posted After	September 16, 2020
Expression of Interest	September 21, 2020
RFP Closing Date	October 7, 2020
RFP Opening Date	October 8, 2020
Anticipated Contract Award	November 9, 2020

**Project Title:**

External Evaluator for the Education Grant Program for the Freely Associated States (EGPFFAS) for Project Year 2020-2023.

**Project Objectives:**

The External Evaluator will provide ongoing consultative services in order to assess and evaluate the implementation of the EGPFFAS project in Palau. The EGPFFAS project 2020-2021 evaluation activities and services will include development of a comprehensive one year evaluation plan; data management and analysis of student performance data; data analysis and monitoring of professional development activities; assessing and evaluating implementation of technology initiatives; generating necessary data for completion of annual federal reports, and developing necessary assessment and evaluation tools and monitoring ongoing progress of project activities throughout the project year. Consultative services for project year 2021-2022 and 2022-2023 will be added through an amendment process once funds for these years become available at the beginning of each project year.

**Scope of Work**

1. Development of a one-year comprehensive evaluation plan through a collaborative process that include stakeholder participation and incorporates elements of participatory evaluation and staff capacity building.
2. Conduct formative evaluation of the project (2020-2021). Monitor the implementation of the program to ensure that the milestone are being met according to proposed timeline for the project year. Meet with program staff and stakeholders as needed to determine program strengths and weaknesses. Conduct focus groups, interviews, or surveys as necessary.
3. Develop program data report templates. Review and analyze program data providing summary reports as needed, assuring that data reports are relevant to and under stable for MOE staff.
4. Provide regular reports that summarize evaluation activities including both formative and summative data and recommendations for improvement, if any.
5. Review current measures of program outcomes and provide recommendation of instruments to measure outcomes and/or develop new instruments if none exist.
6. Create reporting measures and/or data collection systems that will capture data necessary for outcome evaluation of the entire project period (2020-2021).
7. Develop a comprehensive report based on results of formative, summative and context for outcome activities and assessments.
8. Provide technical assistance in meeting Annual Performance Report/Final Performance Report requirements to USDOE for the EGPFAS Project following the USDOE template.
9. Assist in the development of a continuation plan for the project in the event that a subsequent program application is pursued.

**Qualification Requirements:**

- Contractor must have previous successful experience in evaluating federal programs or similar programs;
- Knowledge of EGPFAS program objectives and requirements preferred;
- Knowledge of the Republic of Palau's Educational System and previous successful working relationship with the Ministry of Education.

**Bid submitted shall include:**

- Resumes of all staff involved in the project;
- Description of work/activities to be carried out;
- Reference/Names and addresses of previous clients;
- The total project cost for performance of contract and any other relevant documents.

### **Evaluation Criteria**

- Feasibility and appropriateness of proposal 45%
- Total project cost 45%
- Meets qualification requirements. 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:

<b>Points</b>	<b>Description</b>
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***