REQUEST FOR PROPOSAL

Date of Issue: May 25, 2021

RFP No.: PCS-2021-013

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-013

Solicitation Title: To assist Ministry of Education in conducting a Principals' Leadership training for Public School Principals' PHASE III

Date of Issue: May 25, 2021

Mandatory Requirements and Dates

Inquiries Due Date: June 8, 2021 (Tuesday) 4:00 pm Palau Time

Answers/Response: June 10, 2021 (Thursday) 11:00 am Palau Time

Expression of Interest: June 14, 2021 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: June 25, 2021 (Friday) 4:00 pm Palau Time

RFP Opening Date: June 28, 2021 (Monday) 10:00 am Palau Time

Anticipated Contract Award: July 28, 2021

[Signature]

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 Ministry of Education in conducting a Principals’ Leadership Training for Public School Principals’ PHASE III.


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 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 **June 14, 2021** 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 three (3) 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 25, 2021 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) **June 8, 2021**.


IV. RFP Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Bidding Period</td>
<td>May 25, 2021 – June 25, 2021</td>
</tr>
<tr>
<td>Inquiries/Clarification Due</td>
<td>June 8, 2021 (4pm Palau Time)</td>
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<tr>
<td>Answers Responses will be Posted After</td>
<td>June 10, 2021</td>
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<tr>
<td>Expression of Interest</td>
<td>June 14, 2021</td>
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<tr>
<td>RFP Closing Date</td>
<td>June 25, 2021</td>
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<tr>
<td>RFP Opening Date</td>
<td>June 28, 2021</td>
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<tr>
<td>Anticipated Contract Award</td>
<td>July 28, 2021</td>
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**Project Title:**
Strengthen the Leadership and Professionalism of Principals

**Project Objective**
The Ministry of Education received funding through its Education Grant Program for the Freely Associated States (EGFFAS) to conduct a leadership training for public school principals, PHASE III. The PHASE III will focus on supporting MOE in strategic goal to strengthen the leadership and professionalism of school principals.

**Scope of Work**
Consultant(s) contracted must provide the following services:

1. Develop shared knowledge and vocabulary for leadership through creation of Palau School Leadership Handbook.
2. Continue to support sustainability for Balanced Leadership facilitators.
3. Develop and implement a Principal Mentorship Program creating a path to success for new educational leaders.
4. Develop a Principal Evaluation System as a system for ongoing evaluation with checkpoints for success.
5. Develop and implement supports for upper-level leaders to ensure program success.
6. Develop specific outcomes, a logic model, and data collection plan to monitor the success of the Educational Leadership Development Program.
7. Complete and submit an evaluation report of the project to Director of Curriculum and Instruction.

**Qualification Requirement:**
- Advanced degree in Education or related field.
- Must have previous successful experience in conducting leadership training, preferably for school principals.
- Must have knowledge of the Republic of Palau’s educational system and previous successful working relationship with the Ministry of Education.

**Bid Submitted Shall Include:**
- Resume of all staff involved in the project
- Detailed description of the work/activities to be carried out
- Reference/Names and addresses of previous clientele
- The total cost
- Any other relevant documents

V. **Evaluation Criteria**
- Feasibility and appropriateness of proposal (Proposal must be aligned to work scope and with implementation timeline) – 30%
- Total Project cost – 25%
- Detailed plan for accomplishment of tasks in the proposal – 25%
- Meets qualification requirements---20%

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:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>Fails</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
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<tr>
<td>2</td>
<td>Fair</td>
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<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
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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**