



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

3rd Floor, Executive Building, National Capitol, Ngerulmud

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REQUEST FOR PROPOSAL

Date of Issue: **October 4, 2021**

RFP No.: **PCS-2021-026**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2021-026

Solicitation Title: Bureau of Public Health contact tracing and exposure notification system

Date of Issue: October 4, 2021 (Monday)

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: October 11, 2021 (Monday) 4:00 pm Palau Time

Answers/ Response: October 13, 2021 (Wednesday) 11:00 am Palau Time

Expression of Interest: October 15, 2021 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: November 3, 2021 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: November 4, 2021 (Thursday) 10:00 am Palau Time

Anticipated Contract Award: December 3, 2021 (Friday)

Terralyn R. Nabeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. Purpose. The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions to provide the **Bureau of Public Health contact tracing and exposure notification system for selected infectious diseases.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources 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 is wholly supported by the U.S. Department of Health & Human Services. 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 **October 15, 2021** by emailing hr@palaugov.org or providing a written EOI to the Bureau of Human Resources Office located at the 3rd Floor Executive Building 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 Human Resources Office in Capitol by **4:00pm (Palau Time) on November 3, 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 email hr@palaugov.org no later than 4 pm (Palau Time) **October 11, 2021**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - on **October 13, 2021**.

IV. RFP Timeline:

Bidding Period	October 4, 2021 – November 3, 2021
Inquiries/Clarification Due	October 11, 2021 (4pm Palau Time)
Answers Responses will be Posted After	October 13, 2021 (11am Palau Time)
Expression of Interest	October 15, 2021 (4pm Palau Time)
RFP Closing Date	November 3, 2021
RFP Opening Date	November 4, 2021
Anticipated Contract Award	December 3, 2021

Scope of Work

- Development, implementation and maintenance of comprehensive contact tracing and exposure notification system that can be utilized for selected infectious diseases.
 - Utilize geolocation technology including SIM-card based tracking for mobile users, near real time monitoring.
 - Supports management of traveler-related data (e.g. traveler contact information, vaccination status, and covid -19 test results, etc.) to include collection, storage reporting and sharing of aggregate and individual-level data among relevant government agencies.
 - Supports communication, including timely dissemination of information on entry requirements and other public health mandates, to international travelers.
 - Automated health monitoring of selected users, with ability to send out messages, aggregate responses, and send SMS to appropriate agencies or parties.
 - Automated SMS alert, including sending SMS to users and appropriate agency for violations of quarantine and other mitigation orders, notification of exposure and other related messages to mobile users.
 - Collects and stores historical data movements of all users.
- Provide a system that ensures public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes by ensuring alignment and compliance with those described in 2CFR 200.216 and Pub.L.115-232, section 889. See below description.

As described in 2 CFR 200.216, recipients and subrecipients are prohibited to obligate or spend grant funds (to include direct and indirect expenditures as well as share and program) to:

- Procure or obtain
- Extend or renew a contract to procure or obtain; or
- Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or system that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - Telecommunications or video surveillance services provided by such entities or using such equipment.
 - Telecommunications or video surveillance equipment or services produced or provided by an entity that the secretary of Defense in consultation with the Director of the National Intelligence or the Director of Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

NOTE:

Evaluation Criteria

No.	Criteria	Percentage
1	Demonstrated experience implementing similar programs/activities	40%
2	Availability of certified trainers or staff to implement activities (individuals who conduct physical activities must show certification)	20%
3	Reputable organization history or profile (as evidenced by updated business license or charter)	20%
4	Clear plans and budget for activity/program (templates available at NCD Unit)	20%
	Total	100%

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