



## BUREAU OF HUMAN RESOURCES

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# REQUEST FOR PROPOSAL

Date of Issue: **April 13, 2022**

RFP No.: **PCS-2022-013**

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### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2022-013

Solicitation Title: To assist Ministry of Education in providing student information system

Date of Issue: April 13, 2022

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: April 20, 2022 (Wednesday) 4:00 pm Palau Time

Answers/ Response: April 22, 2022 (Friday) 11:00 am Palau Time

Expression of Interest: April 26, 2022, 2021 (Tuesday) 4:00 pm Palau Time

Proposal Due Date and Time: May 13, 2022 (Friday) 4:00 pm Palau Time

RFP Opening Date: May 16, 2022 (Monday) 10:00 am Palau Time

Anticipated Contract Award: June 16, 2022

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*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 supply the Ministry of Education with a software program for its Student Information System.**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415/1126.
- c. Type of RFP. This is a *competitively negotiated contract where evaluation is based on various criteria.*
- d. Funding. This project will be fully funded by ***local funds.*** Award of contract is subject to the availability of funds. Offers or proposals may 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 **April 26, 2022** by emailing [hr@palaugov.org](mailto:hr@palaugov.org) or providing a written EOI to the Bureau of Human Resources Office located at the 3<sup>rd</sup> 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 May 13, 2022 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 Company Information – Name and contact information of authorized representative, copy of valid National and State Business Licenses, other information relevant to the service.
  - ii. Section 2 – Description of 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](mailto:hr@palaugov.org) no later than 4 pm (Palau Time) **April 20, 2022**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **April 22, 2022**.

### IV. RFP Timeline:

Bidding Period	April 13, 2022 – May 13, 2022
Inquiries/Clarification Due	April 20, 2022 (4pm Palau Time)
Answers Responses will be Posted After	April 22, 2022 (11am Palau Time)
Expression of Interest	April 26, 2022 (4pm Palau Time)
RFP Closing Date	May 13, 2022
RFP Opening Date	May 16, 2022
Anticipated Contract Award	June 16, 2022

### V. SCOPE OF WORK

The Ministry of Education requires a Student Information System (SIS) with the following software specifications or features; the centralized system will cater to seventeen (17) public elementary schools and one (1) public high school with a combined student enrollment of about 2,500.

#### 1. Administrative Processes (School Based):

- Student & Staff database
- Contact database
- Daily & Period attendance
- Student report cards with standards/skills
- Student transcripts
- Scheduling
- Master Schedule builder
- Study Hall Scheduler
- Email enabled reporting
- Student Portfolio
- Discipline
- Pictures for ID Card
- Online forms (Online enrollment, Online re-enrollment, permission slips etc.;
- Mobile applications for admin, teachers, parents & students
- Cloud hosting

- Software updates
- Technical Support
- Online configuration, data conversion, implementation & training
- Historical grade conversion
- Custom reports
- Flexibility for additional data modules as needed

**2. Teacher Gradebook Portal**

**3. Parents and Student portal**

**4. System training, installation and deployment**

**Evaluation Criteria**

No.	Criteria	Percentage
1	Feasibility and appropriateness of proposal (Proposal must be aligned to work scope and with implementation timeline)	50%
2	Total project cost	25%
3	Meets qualification requirements	25%
<b>Total</b>		<b>100%</b>

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***