



## BUREAU OF HUMAN RESOURCES

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# REQUEST FOR PROPOSAL

Date of Issue: **April 18, 2022**

RFP No.: **PCS-2022-014**

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### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2022-014

**Solicitation Title:** To assist Ministry of Education in providing scoring, analysis, and reporting services of the IOWA E standardized student assessment for all public and private school students for school year 2021-22

Date of Issue: April 18, 2022

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: April 25, 2022 (Monday) 4:00 pm Palau Time  
Answers/ Response: April 27, 2022 (Wednesday) 11:00 am Palau Time  
Expression of Interest: April 29, 2022, 2021 (Friday) 4:00 pm Palau Time  
Proposal Due Date and Time: May 18, 2022 (Wednesday) 4:00 pm Palau Time  
RFP Opening Date: May 19, 2022(Thursday) 10:00 am Palau Time  
Anticipated Contract Award: June 20, 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 assist Ministry of Education in providing scoring, analysis, and reporting services of the IOWA E standardized student assessment for all public and private school students for school year 2021-22.**
- 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 (100%) 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 29, 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 18, 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 25, 2022**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **April 27, 2022**.

**IV. RFP Timeline:**

|                                        |                                  |
|----------------------------------------|----------------------------------|
| Bidding Period                         | April 18, 2022 – May 18, 2022    |
| Inquiries/Clarification Due            | April 25, 2022 (4pm Palau Time)  |
| Answers Responses will be Posted After | April 27, 2022 (11am Palau Time) |
| Expression of Interest                 | April 29, 2022 (4pm Palau Time)  |
| RFP Closing Date                       | May 18, 2022                     |
| RFP Opening Date                       | May 19, 2022                     |
| Anticipated Contract Award             | June 20, 2022                    |

**V. SCOPE OF WORK**

**Project Title:**

Iowa E – Scoring and Reporting Materials and Services

**Project Objectives:**

MOE is seeking qualified individuals, agencies or institutions to assist the Ministry in providing scoring, analysis, and reporting services of the Iowa E standardized student assessment for all public and private school students for school year 2020-2021.

**Qualification Requirements:**

- Must be licensed or certified to score, analyze, and report the Iowa Assessment data.
- Knowledge of the Republic of Palau’s Educational System and previous successful working relationship with the Ministry is preferred.

**Bid Submitted Shall Include:**

1. Resume of key staff involved in the project.

2. Description of work/activities to be carried out.
3. Timeline to complete the project.
4. References/ names and addresses of previous clients.
5. Total Cost for performance of contract.
6. Any other relevant documents.

### **Evaluation Criteria**

| <b>No.</b> | <b>Criteria</b>                                                                                                       | <b>Percentage</b> |
|------------|-----------------------------------------------------------------------------------------------------------------------|-------------------|
| 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:

| <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***

- Consultant(s) contracted will provide the following services:

**Scoring & Reporting Materials & Services – Public Schools**

| #  | TITLE                                                        | QUANTITY |
|----|--------------------------------------------------------------|----------|
| 1  | Data Plus Iowa EFG Core/Complete Scoring (Grade 1)           | 215      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 215      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 215      |
| 2  | Data Plus Iowa EFG Core/Complete Scoring (Grade 2)           | 180      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 180      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 180      |
| 3  | Data Plus Iowa EFG Core/Complete Scoring (Grade 3) LEVEL 9   | 216      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 216      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 216      |
| 4  | Data Plus Iowa EFG Core/Complete Scoring (Grade 4) LEVEL 10  | 207      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 207      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 207      |
| 5  | Data Plus Iowa EFG Core/Complete Scoring (Grade 5) LEVEL 11  | 203      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 203      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 203      |
| 6  | Data Plus Iowa EFG Core/Complete Scoring (Grade 6) LEVEL 12  | 215      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 215      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 215      |
| 7  | Data Plus Iowa EFG Core/Complete Scoring (Grade 7) LEVEL 13  | 220      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 220      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 220      |
| 8  | Data Plus Iowa EFG Core/Complete Scoring (Grade 8) LEVEL 14  | 192      |
|    | Iowa E Individual Profile Narrative Levels 5/6-14            | 192      |
|    | Iowa E Press-on Labels Level 5/6-14                          | 192      |
| 9  | Data Plus Iowa EFG Core/Complete Scoring (Grade 9) LEVEL 15  | 171      |
|    | Iowa E Individual Profile Narrative Levels 15-17/18          | 171      |
|    | Iowa E Press-on Labels Level 15-17/18                        | 171      |
| 10 | Data Plus Iowa EFG Core/Complete Scoring (Grade 10) LEVEL 16 | 149      |
|    | Iowa E Individual Profile Narrative Levels 15-17/18          | 149      |
|    | Iowa E Press-on Labels Level 15-17/18                        | 149      |
| 11 | Data Plus Iowa EFG Core/Complete Scoring (Grade 11) LEVEL 17 | 128      |
|    | Iowa E Individual Profile Narrative Levels 15-17/18          | 128      |
|    | Iowa E Press-on Labels Level 15-17/18                        | 128      |

**Scoring & Reporting Materials & Services – Private Schools**

| #  | TITLE                                                                                                                                                        | QUANTITY       |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Data Plus Iowa EFG Core/Complete Scoring (Grade 1)<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14               | 47<br>47<br>47 |
| 2  | Data Plus Iowa EFG Core/Complete Scoring (Grade 2)<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14               | 65<br>65<br>65 |
| 3  | Data Plus Iowa EFG Core/Complete Scoring (Grade 3) LEVEL 9<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14       | 54<br>54<br>54 |
| 4  | Data Plus Iowa EFG Core/Complete Scoring (Grade 4) LEVEL 10<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14      | 57<br>57<br>57 |
| 5  | Data Plus Iowa EFG Core/Complete Scoring (Grade 5) LEVEL 11<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14      | 48<br>48<br>48 |
| 6  | Data Plus Iowa EFG Core/Complete Scoring (Grade 6) LEVEL 12<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14      | 35<br>35<br>35 |
| 7  | Data Plus Iowa EFG Core/Complete Scoring (Grade 7) LEVEL 13<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14      | 44<br>44<br>44 |
| 8  | Data Plus Iowa EFG Core/Complete Scoring (Grade 8) LEVEL 14<br>Iowa E Individual Profile Narrative Levels 5/6-14<br>Iowa E Press-on Labels Level 5/6-14      | 67<br>67<br>67 |
| 9  | Data Plus Iowa EFG Core/Complete Scoring (Grade 9) LEVEL 15<br>Iowa E Individual Profile Narrative Levels 15-17/18<br>Iowa E Press-on Labels Level 15-17/18  | 87<br>87<br>87 |
| 10 | Data Plus Iowa EFG Core/Complete Scoring (Grade 10) LEVEL 16<br>Iowa E Individual Profile Narrative Levels 15-17/18<br>Iowa E Press-on Labels Level 15-17/18 | 98<br>98<br>98 |
| 11 | Data Plus Iowa EFG Core/Complete Scoring (Grade 11) LEVEL 17<br>Iowa E Individual Profile Narrative Levels 15-17/18<br>Iowa E Press-on Labels Level 15-17/18 | 76<br>76<br>76 |