



## BUREAU OF HUMAN RESOURCES

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# REQUEST FOR PROPOSAL

Date of Issue: **May 2, 2022**

RFP No.: **PCS-2022-017**

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2022-017

Solicitation Title: To assist the Ministry of Education by providing teacher training on Singapore Math Instructional Strategies to teachers in grades 1 to 8, principals and specialists

Date of Issue: May 2, 2022

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 9, 2022 (Monday) 4:00 pm Palau Time  
Answers/ Response: May 11, 2022 (Wednesday) 11:00 am Palau Time  
Expression of Interest: May 13, 2022, 2021 (Friday) 4:00 pm Palau Time  
Proposal Due Date and Time: June 2, 2022 (Wednesday) 4:00 pm Palau Time  
RFP Opening Date: June 3, 2022(Thursday) 10:00 am Palau Time  
Anticipated Contract Award: July 1, 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 individuals, business agencies or institutions **to assist Ministry of Education in providing teacher training on Singapore Math Instructional Strategies for teachers in grades 1 to 8, principals and specialists.**
- 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 **the US Federal Education Grant Program for the Freely Associated States (EGPFFAS).** 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 after opening of Bid 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 **May 13, 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 June 2, 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) **May 9, 2022**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **May 11, 2022**.

### IV. RFP Timeline:

Bidding Period	May 2, 2022 – June 2, 2022
Inquiries/Clarification Due	May 9, 2022 (4pm Palau Time)
Answers Responses will be Posted After	May 11, 2022 (11am Palau Time)
Expression of Interest	May 13, 2022 (4pm Palau Time)
RFP Closing Date	June 2, 2022
RFP Opening Date	June 3, 2022
Anticipated Contract Award	July 1, 2022

### V. SCOPE OF WORK

#### **Project Title:**

Singapore Math Training for Public School Teachers, Principals and Specialists

#### **Project Objectives:**

MOE is seeking qualified trainer(s) to provide teacher training on Singapore Math Instructional Strategies for teachers in grade 1-8, principals and specialists.

Trainer(s) will provide the following services:

1. Conduct at least 4 training workshops for selected teachers in grades 1 to 8, principals and school staff.
  - a) Trainer(s) will consult with MOE-BCI education specialists to determine content of training workshop. Training workshops will be focus on Singapore Math Instructional Strategies that will allow teachers to be more knowledgeable, informed, and effective in the classroom;
  - b) Trainer(s) will, in collaboration with MOE-BCI education specialists develop, propose, negotiate and finalize teacher training workshop agenda;
  - c) Implementation of training workshops.
2. In collaboration with MOE-BCI education specialists, trainer(s) will schedule school site visits to conduct classroom observations of trainees to determine effectiveness of training.

3. Submit a written report of training workshop to the Director of Curriculum and Instruction. Report must include trainer(s) overall view of project, observations and recommendations.

**Qualification Requirements:**

- Demonstrable competence and qualifications.
- Previous experience with Singapore Math curricula and teacher training.
- History of work experience with Palau MOE, not required, but preferable.

**Bid Submitted Shall Include:**

1. Resume of key staff involved in the project.
2. Detailed description of work/activities to be carried out.
3. Reference/ names and addresses of previous clientele.
4. Total Cost for performance work/services/contract.
5. Any other relevant documents, if any.

**Evaluation Criteria**

<b>No.</b>	<b>Criteria</b>	<b>Percentage</b>
1	Feasibility and appropriateness of proposal (Proposal must respond to task listed in work scope).	30%
2	Total project cost	25%
3	Detailed plan for accomplishment of tasks in the proposal	25%
4	Review of prior work	20%
	<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***