



## BUREAU OF HUMAN RESOURCES

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# REQUEST FOR PROPOSAL

Date of Issue: **May 16, 2022**

RFP No.: **PCS-2022-018**

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### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2022-018

Solicitation Title: To provide online literacy (reading) program to the Ministry of Education

Date of Issue: May 16, 2022

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 23, 2022 (Monday) 4:00 pm Palau Time  
Answers/ Response: May 25, 2022 (Wednesday) 11:00 am Palau Time  
Expression of Interest: May 30, 2022, (Monday) 4:00 pm Palau Time  
Proposal Due Date and Time: June 16, 2022 (Thursday) 4:00 pm Palau Time  
RFP Opening Date: June 17, 2022(Friday) 10:00 am Palau Time  
Anticipated Contract Award: July 18, 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 provide online literacy (reading) program to the Ministry of Education.**
- 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 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 **May 30, 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 16, 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 23, 2022**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **May 25, 2022**.

### IV. RFP Timeline:

Bidding Period	May 16, 2022 – June 16, 2022
Inquiries/Clarification Due	May 23, 2022 (4pm Palau Time)
Answers Responses will be Posted After	May 25, 2022 (11am Palau Time)
Expression of Interest	May 30, 2022 (4pm Palau Time)
RFP Closing Date	June 16, 2022
RFP Opening Date	June 17, 2022
Anticipated Contract Award	July 18, 2022

### V. SCOPE OF WORK

#### Year 1:

1. To provide online reading materials for all public schools.
  - a. Online library
  - b. New student subscription
  - c. Early literacy test for grade level
  - d. Subscription
  - e. Student subscription to news report
  - f. Early literacy subscription
2. Professional Services
  - a. 2 days remote training

**Evaluation Criteria**

No.	Criteria	Percentage
1	Student Impact <ul style="list-style-type: none"> <li>• Address skills and knowledge captured in the ELA/literacy standards-Common Core standards</li> <li>○ Explain how proposal/program will improve student literacy achievement</li> <li>○ Describe how proposal/program will enhance traditional classroom instruction</li> <li>• Provides valid literacy testing/assessment</li> </ul>	50%
2	Feasibility <ul style="list-style-type: none"> <li>• Simple engaging and accessible to students and teachers</li> <li>• Implementation plan is reflective of current school conditions</li> <li>• Requires minimal training</li> <li>• Affordable</li> </ul>	30%
3	Capacity to Deliver <ul style="list-style-type: none"> <li>• Establish and has the capacity to deliver service</li> <li>• History and experience</li> <li>• Work plan that can be executed on time and within budget</li> </ul>	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:

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***