



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: **July 22, 2024**

RFP No.: **PCS-2024-39**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2024-39

Solicitation Title: to provide training for teachers on the Adult Preparation Subject (APS) curriculum materials as well as the evidence-based program *Draw the Line/Respect the Line* curriculum.

Date of Issue: July 22, 2024

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: July 31, 2024 (Wednesday) 4:00 pm Palau Time

Answers/ Response: August 9, 2024 (Friday) 11:00 am Palau Time

Expression of Interest: August 16, 2024 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: August 20, 2024 (Tuesday) 4:00 pm Palau Time

RFP Opening Date: August 21, 2024 (Wednesday) 10:00 am Palau Time

Anticipated Contract Award: By September 20, 2024

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 training for teachers on the Adult Preparation Subject (APS) curriculum materials as well as the evidence-based program *Draw the Line/Respect the Line* curriculum.**
- 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 *competitive negotiated contract where evaluation is based on various criteria.*
- d. **Funding.** This project will be fully funded by the **Personal Responsibility Education Program (PREP) federal grants.** 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 **August 16, 2024** 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 August 20, 2024**, 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) **July 31, 2024**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **August 9, 2024**.

IV. RFP Timeline:

Bidding Period	July 22, 2024 – August 20, 2024
Inquiries/Clarification Due	July 31, 2024 (4pm Palau Time)
Answers Responses will be Posted After	August 9, 2024 (11am Palau Time)
Expression of Interest	August 16, 2024 (4pm Palau Time)
RFP Closing Date	August 20, 2024 (4pm Palau Time)
RFP Opening Date	August 21, 2024
Anticipated Contract Award	September 20, 2024

V. Scope of Work

Project Title:

Consultant(s) to provide training for the teachers on Adult Preparation Subject (APS) & Draw the Line/Respect the Line curriculum

Consultant(s) for Training for Teachers

Consultant(s) for providing curriculum materials and licenses

Project Objectives:

The consultant(s) will provide a training for Health teachers, Grades 6-8 on Adult Preparation Subject (APS) curriculum materials.

The consultant(s) will be training a cohort of teacher trainers on EBP, APS and *Draw the Line/Respect the Line* curriculum.

The consultant(s) will provide EBP licenses for *Draw the Line/Respect the Line* curriculum that is to be implemented in the program.

Statement of Work:

1. Provide training for teachers on Adult Preparation Subject (APS)
2. Consultant(s) will include 2 days of training for the APS
3. The local consultant(s) will need to provide copies for each grade of 6-8 as well as instructor sets for each class.

4. Provide training for a cohort of teacher trainers on the EBP, Adult Preparation Subject (APS) and *Draw the Line/Respect the Line* curriculum.
5. Training will use local consultant(s) and will include 2 days of training that will take place prior to the refresher training for the teachers.
6. The teacher trainers will assist with the refresher trainings as well as provide two additional afternoons of training for teachers throughout the school year.
7. The local consultant(s) will need to provide copies for each grade of 6-8 as well as instructor sets for each class.
8. Provide both the EBP licenses and curriculum materials needed to implement the program.
9. Provide curriculum materials and licenses for approximately 640 students and approximately thirty teachers needed to implement the evidence-based program *Draw the Line/Respect the Line*.
10. Provide refresher training for teachers.
11. The consultant(s) will also provide two days of training on implementing the EBP to all health teachers for grades 6, 7, and 8.

Requirements:

1. Contractor must have previous successful experience in working with the teachers and must be familiar with the EBP resources.
2. Knowledge of the Republic of Palau's Educational System and previous successful working relationship with the Ministry of Education is preferred.
3. Knowledge of PREP program objectives, data collection measures and program level data requirements as specified by the funding agency.

Bid submitted shall include:

1. Resumes of all staff involved in the project
2. Description of work/activities to be carried out
3. References/Names and addresses of previous clients
4. The total project cost for performance of contract and any other relevant documents.

Evaluation Criteria

No.	Criteria	Percentage
1	Total Project Cost	10%
2	Feasibility and appropriateness of proposal (Proposal must respond to tasks listed and Timeline)	50%
3	Proposed Implementation and Timeline	25%
4	Review of prior work in this area	5%
5	Previous work experience of consultant(s)	5%
6	Educational Background of consultant(s)	5%
	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 5 Points x Weight % = Criteria 5 Score

Criteria 6 Points x Weight % = Criteria 6 Score

Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4 + Criteria 5 + Criteria 6 = TOTAL SCORE