



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

**BUREAU OF HUMAN RESOURCES**

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## REQUEST FOR PROPOSAL

Date of Issue: May 15, 2026

RFP No.: PCS-2026-34

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2026-34

Solicitation Title: AUTISM SPECTRUM DISORDER (ASD) WORKSHOP

Date of Issue: May 15, 2026

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: May 21, 2026 (Thursday) 4:00 pm Palau Time

Answers/ Response: May 29, 2026 (Friday) 11:00 am Palau Time

Expression of Interest: June 4, 2026 (Thursday) 4:00 pm Palau Time

Proposal Due Date and Time: June 15, 2026 (Monday) 4:00 pm Palau Time

Proposals Opening Date: June 17, 2026 (Wednesday) 10:00 am Palau Time

Anticipated Contract Award: By July 17, 2026

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 the Ministry of Health and Human Services by delivering a comprehensive Autism Spectrum Disorder (ASD) Workshop in Palau.**
- 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 in which evaluation is based on various criteria.*
- d. Funding. This project will be fully funded by the **Health Resources and Services Administration federal fund.** 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 a 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 proposal/offer being rejected.
- f. **Business Laws and Taxes.** The successful contractor shall comply with all applicable laws of the Republic of Palau and shall be responsible for all applicable taxes, duties, and fees. As a condition of award, the vendor shall provide proof of any required Republic of Palau Business License and shall be in good standing with the Bureau of Revenue and Taxation. However, a non-resident vendor providing services under a short-term contract, and having no business premises or other physical presence in the Republic of Palau, shall not be required to obtain a Republic of Palau Business License. In such a case, ten percent (10%) of payments under the contract shall be automatically withheld as tax and remitted to the Bureau of Revenue and Taxation.
- g. Potential finalist interviews/demonstrations: If necessary, the Procurement Officer will notify vendors to request additional information and/or hold discussions. However, proposals must include all information needed for the ROP to determine 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 **June 4, 2026,** 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 and shall be submitted as follows: one (1) original printed proposal, three (3) printed hard copies, and one (1) electronic copy saved on a USB/Flash Drive. All proposal materials must be enclosed in a sealed envelope, clearly addressed to the above office, with the applicable RFP Number indicated on the outside of the envelope. The electronic copy must contain the complete and finalized proposal in Microsoft Office, Microsoft Office-compatible, or PDF format, and must be an exact mirror image of the hard-copy submitted.*** Proposals must be received by the Bureau of Human Resources Office in Capitol by **4:00pm (Palau Time) June 15, 2026**, 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. Responsibility of Bidders and Offerors

Awards shall be made only to responsible bidders or offerors who:

- (1) Have adequate financial resources to perform the contract or the ability to obtain the finances;
- (2) Be able to comply with required delivery or performance schedule;
- (3) Have the necessary organization, experience, and skills required to perform the contract or have ability to obtain them;
- (4) Have the necessary production, construction, and technical equipment facilities or the ability to obtain them; and
- (5) Be qualified and eligible to receive the award under applicable laws and rules.

If you meet or can meet the above criteria, ensure to:

- 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 21, 2026**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **May 29, 2026**.

### IV. RFP Timeline:

Bidding Period	May 15, 2026 – June 15, 2026
Inquiries/Clarification Due	May 21, 2026 (4pm Palau Time)
Answers/Responses Posted by COB	May 29, 2026 (11am Palau Time)
Expression of Interest	June 4, 2026 (4pm Palau Time)
RFP Closing Date	June 15, 2026 (4pm Palau Time)
Proposals Opening Date	June 17, 2026 (10 am Palau Time)
Anticipated Contract Award	By July 17, 2026

### V. Scope of Work

#### Purpose Objectives:

To deliver a comprehensive Autism Spectrum Disorder (ASD) Workshop in Palau to strengthen knowledge and capacity among health providers, families, and communities. The workshop will provide foundational training on ASD and Applied Behavior Analysis (ABA) therapy to support early identification, intervention, and improved outcomes for children and youth.

#### Project Alignment:

This activity supports the approved project goal:

- By August 2026, continue to provide trainings to health providers, families, and communities in Autism Spectrum Disorder (ASD) and Applied Behavior Analysis (ABA) Therapy.

**Objectives:**

1. Increase knowledge of ASD characteristics, developmental impacts, and behavioral presentations.
2. Introduce core principles and practical applications of Applied Behavior Analysis (ABA) therapy.
3. Strengthen provider capacity for ASD screening, early identification, and referral pathways.
4. Equip families and communities with practical strategies to support children with ASD in home and community settings.

**Scope of Services:**

The selected consultant/vendor will be responsible for the following:

**1. Pre-Workshop Preparation**

- Coordinate with project staff to tailor training content to the local context and participant needs.
- Develop a structured training agenda and modules.
- Prepare training materials, handouts, and resource guides.
- Support participant registration and preparation of evaluation tools.

**2. Workshop Delivery (In-Person – Palau)**

- Deliver a **5-day in-person ASD Workshop** for health providers, families, and community members.
- Facilitate interactive sessions, including presentations, group discussions, and practical exercises.
- Provide training on:
  - Overview of ASD (neurological and developmental aspects)
  - Communication, behavioral, and social characteristics
  - Introduction to ABA therapy principles and techniques
  - Practical strategies for intervention in clinical, home, and community settings
- Coordinate with the project team on logistics, including venue, materials, and participant engagement.
- Ensure provision of training space, meeting supplies, and other resources necessary for workshop delivery.

**3. Post-Workshop Activities**

- Conduct and analyze pre- and post-training evaluations.
- Prepare a workshop summary report including key outcomes, participant feedback, and recommendations.

**Deliverables:**

The consultant/vendor will submit:

1. Final training agenda and workshop materials (slides, handouts, and resources)
2. Completed **5-day ASD Workshop**
3. Participant attendance records and evaluation summaries
4. Post-workshop summary report

**Period of Performance**

- Anticipated implementation: **August 2026**
- Includes pre-workshop preparation, **5-day workshop delivery**, and post-workshop reporting

**Location**

- Republic of Palau (in-person delivery)

**Target Participants**

- Health providers (including pediatric and behavioral health providers)
- Families and caregivers
- Community members and stakeholders

**Evaluation Criteria**

No	Criteria	Percentage
1	Organizational Profile and Capacity	40%
2	Feasibility and appropriateness of Proposal	20%
3	Proposed Implementation and Timeline	20%
4	Cost and Pricing	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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE***