



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT  
**BUREAU OF HUMAN RESOURCES**  
3<sup>rd</sup> Floor, Executive Building, National Capitol, Ngerulmud  
P.O. Box 6011, Melekeok, Republic of Palau 96940  
Telephone: (680) 767-2415 / Fax: (680) 767-2416  
E-Mail: [hr@palaugov.org](mailto:hr@palaugov.org) Website: <http://www.palaugov.org/hr>

## REQUEST FOR PROPOSAL

Date of Issue: May 27, 2026

RFP No.: PCS-2026-41

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2026-41

Solicitation Title: FACILITATION, STATEGIC PLANNING, TRAINING, AND CONSULTING SERVICES

Date of Issue: May 27, 2026

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: June 3, 2026 (Wednesday) 4:00 pm Palau Time

Answers/ Response: June 10, 2026 (Wednesday) 11:00 am Palau Time

Expression of Interest: June 16, 2026 (Tuesday) 4:00 pm Palau Time

Proposal Due Date and Time: June 25, 2026 (Thursday) 4:00 pm Palau Time

Proposals Opening Date: June 26, 2026 (Friday) 10:00 am Palau Time

Anticipated Contract Award: By July 27, 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 Bureau of Behavioral Health in providing facilitation, strategic planning, training, and consulting services.**
- 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 **SAMHSA – H26PFSP001 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 16, 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 25, 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) **June 3, 2026**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **June 10, 2026**.

**IV. RFP Timeline:**

Bidding Period	May 27, 2026 – June 25, 2026
Inquiries/Clarification Due	June 3, 2026 (4pm Palau Time)
Answers/Responses Posted by COB	June 10, 2026 (11am Palau Time)
Expression of Interest	June 16, 2026 (4pm Palau Time)
RFP Closing Date	June 25, 2026 (4pm Palau Time)
Proposals Opening Date	June 26, 2026 (10 am Palau Time)
Anticipated Contract Award	By July 27, 2026

**V. Scope of Work**

**Five-Year Facilitation, Strategic Planning, Training, and Consulting Services**

**Client:** Palau Bureau of Behavioral Health

**Project Term:** 2026–2031

**1. Project Purpose**

The selected consultant shall provide ongoing professional technical assistance to support the Palau Bureau of Behavioral Health over a five-year period. The work shall strengthen long-term

strategic planning, improve coordination across Bureau divisions, build internal capacity, support program implementation, and develop or refine Standard Operating Procedures across divisions.

## **2. General Scope of Services**

The consultant shall provide facilitation, strategic planning, training, organizational development, and technical assistance services in coordination with the Director of Behavioral Health and the Behavioral Health Advisory Council.

Services shall support, at minimum, the following divisions:

- Division of Psychiatry
- Division of Behavioral Health Services
- Division of Mental Wellness

## **3. Required Services**

### **A. Ongoing Technical Assistance**

The consultant shall provide technical assistance to Bureau leadership and divisions, including:

- Strategic consultation with leadership
- Cross-division coordination and alignment
- Organizational development and systems improvement
- SOP development, refinement, and implementation support

### **B. Facilitation and Strategic Planning**

The consultant shall facilitate annual and multi-year strategic planning activities, including:

- Strategic planning sessions
- Development and periodic updating of strategic plans
- Data-informed decision-making processes
- Priority setting and action planning
- Performance measurement support
- Cross-division integration and alignment

### **C. Training and Capacity Building**

The consultant shall design and deliver capacity-building activities, including:

- Training workshops
- Facilitation, planning, and evaluation skill-building
- Train-the-trainer sessions
- Leadership and staff coaching, as appropriate

#### **D. Standard Operating Procedures Development**

The consultant shall assist the Bureau in developing and maintaining SOP systems, including:

- Development of a comprehensive SOP framework
- Drafting and standardization of SOPs
- Alignment with applicable best practices
- Implementation support and periodic updates

#### **E. On-Site and Remote Support**

The consultant shall provide both in-person and remote assistance, including:

- Up to three on-site visits per year
- Remote consultation and coaching
- Ongoing communication with Bureau leadership
- Support for mutually agreed implementation timelines

#### **F. Reporting and Deliverables**

The consultant shall prepare written materials and reports, including:

- Strategic planning reports
- Training materials
- Facilitation summaries
- Site visit summaries
- Progress summaries
- Implementation guidance and recommendations

### **G. Behavioral Health Advisory Council Facilitation**

The consultant shall facilitate structured strategic planning sessions with the Behavioral Health Advisory Council, including priority setting, implementation alignment, and coordination with Bureau leadership.

### **H. Partnership for Success Support**

The consultant shall provide technical assistance aligned with SAMHSA Partnership for Success activities, including:

- Facilitator training
- Curriculum development support
- Performance monitoring assistance
- Implementation guidance

### **4. Expected Deliverables**

The selected consultant shall provide the following deliverables over the project period:

- Strategic plans
- Training materials
- Facilitation summaries
- Site visit summaries
- SOP framework and related SOP documents
- Progress summaries
- Implementation recommendations

### **5. Expected Outcomes**

The project is expected to result in:

- Sustained strategic direction for the Bureau
- Improved coordination across divisions
- Strengthened staff and leadership capacity
- Operational SOP systems

- Improved use of data for decision-making
- Long-term sustainability of planning and service delivery systems

## 6. Period of Performance

The anticipated period of performance is three years, from 2026 through 2029, unless modified by mutual agreement.

## 7. Proposal Requirements

Bidders should submit a proposal that includes:

- Qualifications and relevant experience
- Proposed approach to facilitation, strategic planning, training, and SOP development
- Experience working with behavioral health systems, advisory councils, or public health agencies
- Proposed work plan and timeline
- Staffing plan or consultant biography
- Cost proposal consistent with the scope of work
- References or examples of similar work

## Evaluation Criteria

No	Criteria	Percentage
1	• <b>ORGANIZATIONAL PROFILE AND CAPACITY</b>	<b>40%</b>
2	• <b>FEASIBILITY AND APPROPRIATENESS OF PROPOSAL</b>	<b>20%</b>
3	• <b>PROPOSED IMPLEMENTATION AND TIMELINES</b>	<b>20%</b>
3	• <b>COST AND PRICING</b>	<b>20%</b>
<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***