



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

**BUREAU OF HUMAN RESOURCES**

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## REQUEST FOR PROPOSAL

Date of Issue: June 5, 2026

RFP No.: PCS-2026-44

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2026-44

Solicitation Title: YOUTH THERAPIES WORKSHOP

Date of Issue: June 5, 2026

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: June 11, 2026 (Thursday) 4:00 pm Palau Time

Answers/ Response: June 18, 2026 (Thursday) 11:00 am Palau Time

Expression of Interest: June 24, 2026 (Wednesday) 4:00 pm Palau Time

Proposal Due Date and Time: July 6, 2026 (Monday) 4:00 pm Palau Time

Proposals Opening Date: July 7, 2026 (Tuesday) 10:00 am Palau Time

Anticipated Contract Award: By August 7, 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 the Youth Therapies Workshop.**
- 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 **HRSA – H26PMHCA01-AUTS 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 24, 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) July 6, 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 11, 2026**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **June 18, 2026**.

### IV. RFP Timeline:

Bidding Period	June 5, 2026 – July 6, 2026
Inquiries/Clarification Due	June 11, 2026 (4pm Palau Time)
Answers/Responses Posted by COB	June 18, 2026 (11am Palau Time)
Expression of Interest	June 24, 2026 (4pm Palau Time)
RFP Closing Date	July 6, 2026 (4pm Palau Time)
Proposals Opening Date	July 7, 2026 (10 am Palau Time)
Anticipated Contract Award	By August 7, 2026

### V. Scope of Work

#### Purpose

To deliver a Youth Therapies Workshop in Palau that builds capacity among youth and PMHCA partners in applying youth-centered, developmentally appropriate, and culturally responsive therapeutic approaches. The workshop will strengthen pediatric mental health programs and services through the integration of creative and evidence-informed therapeutic modalities.

#### Project Alignment:

This activity supports the approved project goal:

- Retain experts to train and support the development of pediatric mental health programs and services by August 2026.

**Objectives:**

1. Introduce participants to a range of youth-centered therapeutic approaches (e.g., art therapy, expressive therapy, mindfulness-based practices).
2. Strengthen understanding of how these modalities support emotional regulation, communication, resilience, and overall youth well-being.
3. Equip youth and PMHCA partners with practical tools and techniques that can be integrated into programs and services.
4. Promote trauma-informed, culturally responsive, and youth-driven engagement strategies.

**Scope of Services:**

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

**1. Pre-Workshop Preparation**

- Conduct approximately **20 hours of pre-workshop preparation** per consultant, including coordination with project staff and customization of training content.
- Develop training agenda, modules, and facilitation plan tailored to local needs.
- Prepare training materials, activity guides, and participant resources.
- Support participant registration and preparation of evaluation tools.

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

- Deploy **two (2) qualified consultants** to deliver the training.
- Deliver an in-person Youth Therapies Workshop over **4 days of on-site facilitation**.
- Facilitate interactive and hands-on sessions, including demonstrations, group activities, and applied exercises.
- Provide training on:
  - Art therapy and expressive therapy techniques
  - Mindfulness-based and other youth-centered therapeutic approaches
  - Practical applications for youth programs and community-based services
  - Strategies for engaging youth in safe, supportive, and culturally appropriate ways
- Coordinate with the project team on logistics, including venue, materials, and participant engagement.

### 3. Post-Workshop Activities

- Conduct approximately **50 hours of post-workshop activities** per consultant, including evaluation analysis and reporting.
- Compile and analyze participant feedback and evaluation results.
- Prepare a workshop summary report outlining key outcomes, lessons learned, and recommendations.
- Provide technical input to support integration of youth-centered therapies into pediatric mental health programs and services.

#### Deliverables:

The consultant/vendor will submit:

1. Final training agenda and workshop materials (slides, handouts, and activity guides)
2. Completed **4-day Youth Therapies Workshop**
3. Participant attendance records and evaluation summaries
4. Post-workshop summary report, including key findings and recommendations

#### Period of Performance

- Anticipated implementation: **August 2026**
- Includes pre-workshop preparation, **4-day workshop delivery**, and post-workshop reporting

#### Location

- Republic of Palau (in-person delivery)

#### Target Participants

- Youth participants
- PMHCA partners and service providers

Behavioral health and community program staff

#### Evaluation Criteria

No	Criteria	Percentage
1	<ul style="list-style-type: none"><li>• <b>ORGANIZATIONAL PROFILE AND CAPACITY</b></li></ul>	<b>40%</b>

2	<ul style="list-style-type: none"> <li>• <b>FEASIBILITY AND APPROPRIATENESS OF PROPOSAL</b></li> </ul>	<b>20%</b>
3	<ul style="list-style-type: none"> <li>• <b>PROPOSED IMPLEMENTATION AND TIMELINES</b></li> </ul>	<b>20%</b>
3	<ul style="list-style-type: none"> <li>• <b>COST AND PRICING</b></li> </ul>	<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:

<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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE***