



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

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REQUEST FOR PROPOSAL

Date of Issue: July 7, 2023

RFP No.: PCS-2023-022

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2023-022

Solicitation Title: Reconnaissance Inventory Survey of Cultural and Historical Sites and Oral History of Koror State Rock Island Southern Lagoon, Phase II.

Date of Issue: July 7, 2023

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: July 14, 2023 (Friday) 4:00 pm Palau Time

Answers/ Response: July 24, 2023 (Monday) 11:00 am Palau Time

Expression of Interest: July 31, 2023 (Monday) 4:00 pm Palau Time

Proposal Due Date and Time: August 7, 2023 (Monday) 4:00 pm Palau Time

RFP Opening Date: August 8, 2023 (Tuesday) 10:00 am Palau Time

Anticipated Contract Award: By September 6, 2023

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 businesses, qualified individuals, agencies or institutions to **conduct the archaeological and ethnographic survey of the Koror Rock Island Southern Lagoon, Phase II.**
- 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 **U.S. Historic Preservation Fund Grant**. 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 **July 31, 2023** 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 the Capitol **by 4:00pm (Palau Time) on August 7, 2023**, 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 14, 2023**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/executive-branch/ministries/finance/bpss/rfp-bids/> - COB on **July 24, 2023**.

IV. RFP Timeline:

Bidding Period	July 7, 2023 – August 7, 2023
Inquiries/Clarification Due	July 14, 2023 (4pm Palau Time)
Answers Responses will be Posted After	July 24, 2023 (11am Palau Time)
Expression of Interest	July 31, 2023 (4pm Palau Time)
RFP Closing Date	August 7, 2023 (4pm Palau Time)
RFP Opening Date	August 8, 2023
Anticipated Contract Award	September 6, 2023

V. Scope of Work

Introduction and Background:

The Belau Islands have rich tangible and intangible cultural properties that are manifested in archaeological resources associated with place names, beliefs and practices. Archaeological resources are identified through the presence of features and artifacts that are associated with cultural activities. The cultural resources are passed down through traditional knowledge and expression of culture that have been passed down from generations to generations.

This project will concentrate on the *unsurvey areas* of Koror State Rock Island Southern Lagoon, a UNESCO World Heritage Site. The purpose of the project is to conduct an archaeological and oral history/ethnographic survey in places of Koror RISL that has never been previously surveyed. The Archeological team will map and document all historical, cultural, archeological sites and features while the Ethnographic Team will collect information of historical and cultural sites, structures, and any other landmarks identified during the archeological survey.

The project will also incorporate oral histories collected in the past and revisit information and collections for much richer and full stories whenever possible. This can establish an understanding and value of these significant sites and might be deemed eligible for inclusion on the Palau Register of Historic Places or add on to an existing registered site.

Scope of Work:

The Koror State Rock Island Southern Lagoon Reconnaissance Survey will be comprised of four elements meeting project goals of the Bureau:

1. An Archeological Reconnaissance Survey of unsurvey areas within the RISL
2. An Oral History and Information of Sites Survey of unsurvey areas within the RISL
3. A Yapese Stone Money Quarry Survey of unsurvey areas within the RISL
4. An Oral History of Yapese Stone Money Quarry Sites of unsurvey areas within the RISL

Archeological Component:

The Archeological Reconnaissance Survey has objectives as follows:

1. To identify and evaluate potential historical and cultural resources in the **unsurvey areas** of Koror State Rock Island Southern Lagoon (RISL)
2. To prepare a report of all findings and results of the survey, which will be used to complete more in-depth survey and inventories of significant sites within the Koror State RISL.
3. To enter data into the Archeological Database
4. To enhance the understanding of the stakeholder on conducting archeological reconnaissance surveys
5. To help in proper planning and management of historical and cultural resources
6. To help the nomination process of highly significant sites for inclusion in the Palau Register.

To meet the above objectives, the reconnaissance survey will include the following steps:

Step I – Background Research will involve the following:

- Review and assess previous reports and publications
- Identify sites that are listed in the Palau Register
- Identify sites that are highly significant or potentially eligible for inclusion in the Palau Register
- List and evaluate identified sites
- List information needed from fieldwork.

Step II – Fieldwork that will involve the following:

- Collection of Oral History and Information of sites by the Oral History and Ethnography Section
- Working with the Koror State Government to help determine priority areas for future in-depth survey and investigation
- Verifying site boundaries as needed
- Collecting Information on features and associated artifacts recorded during the reconnaissance survey which will include detail documentation/description and mapping, photographs and GPS coordinates and information.

Step III – Compilation, Input of Data and Reporting will involve the following:

- Compile and enter a complete survey report into the computer
- Complete or update the Archaeological Database
- Mapping as needed
- Reporting – Preparation of the Final Reconnaissance Survey Report

Oral History / Ethnographic Component

The oral history of Koror Rock Island Southern Lagoon (RISL) will be of the places that have not had any archeological surveys conducted. Therefore, the sites identified by the Archeological Survey Team and gathered oral history from informants will be used to draw in the cultural narratives of these areas.

The main objective of the project is to collect as much oral history data of sites in Koror's Rock Islands. The Oral History along with the archaeological data can establish an understanding of value and significance of these sites that might be deemed eligible for inclusion in the Palau Register of Historic Places.

In order to accomplish the objectives of the research and processing of data the project will be done in three phases:

1. Phase I: Literature Review
2. Phase II: Field Research
3. Phase III: Transcription, data processing, compilation, and distribution of the survey report.

Phase I:

Before conducting the field research, a thorough literature review on materials relevant to Koror State Rock Island Sothern Lagoon of the areas that has not been archaeologically surveyed. A detailed reference section will be compiled and included as part of the final report. A survey questionnaire will also be developed to give informants who are unable to participate in voice recorded interviews a chance to contribute data to the project. Different versions or elements of oral history will be noted for possible confirmation in the field.

Phase II:

The fieldwork will include interviewing as many elders as needed in order to compile sufficient information to make recommendations for an intensive level survey. The Oral History team will meet regularly with the Archaeology Team to compare notes and examine their respective findings.

Phase III:

A complete report of the research results from Koror Rock Island Southern Lagoon, along with literature review and bibliography will be published. Any digital recordings, filled survey forms, and photographs collected as part of the fieldwork will be provided to BCHP. The following steps shall be followed to ensure proper review, documenting, and archiving of field notes, interviews, and any other resources used to produce the report:

Transcription:

Create and Fill out a transcription log sheet per interview

All materials should be immediately transcribed into a written and electronic record.

Translation into English: Translate all oral histories into English.

Create a translation guide and/or statement regarding translation

Review & Concurrence by Informants & Technical Advisory Committee: Send Copy to informants/interviewee with due date to review for accuracy. If possible, physically return to informants/interviewees and read back transcription

Plan Archival Treatment of all materials

All raw data including interviews, transcripts, field notes, and associated materials shall be provided to BCHP for repository and archival references.

I. Expected Products:

1. Archaeological Survey Report of Cultural and Historical Sites in Koror State Rock Island Southern Lagoon, Phase II
2. Ethnographical and Oral History Survey Report of the Koror State Rock Island Southern Lagoon, Phase II
3. Inventory Survey of the Yapese Stone Money Quarry sites within Koror State Rock Island Southern Lagoon, Phase II
4. Ethnographical and Oral History of Yapese Stone Money Quarry within the Koror State Rock Island Southern Lagoon, Phase II

II. Product Distribution and Outcomes

BCHP has an existing distribution list for on-island and off-island libraries and institutions as well as uploading to Ministry/Bureau website. These reports will be used for educational purposes in Palau schools as well as other research institutions.

III. Beginning/Ending Dates:

From: October 1, 2022

To: September 30, 2024

Qualifications Required

The Principal Investigator and the Cultural Anthropologist/Ethnographer must have a graduate degree in Anthropology, Archaeology, or a closely related field with a specialization in some applied field of Archaeology meeting the Professional Qualification Standards of 36 CFE 61.4.

Both key personnel should have a minimum of three years of full-time professional experience in applying theories, methods, and practices of Archaeology and Anthropology that enable professional

judgements to be made about the identification, evaluation, documentation, and treatment of historic and cultural properties meeting acceptable Secretary Standards.

The Principal Investigator and the Cultural Anthropologist/Ethnographer must demonstrate successful application of acquired proficiencies in Archaeology and Anthropology to the practice of historic preservation, and the ability to carry research to completion.

Preference will be given to bidders with a specialization and field experience in Pacific Prehistory, particularly that of Micronesia. The Principal Investigator and team must be fluent in English and be able to communicate at a professional and respectful level in English, both orally and in writing.

The Principal Investigator and team must demonstrate competency in operation of computers and software relating to work processing, databases, and Geographic Information Systems.

The Principal Investigator and team must be in good health and be fully capable of undertaking archaeological fieldwork in rugged terrain, under adverse conditions including extreme heat and humidity.

Evaluation Criteria

No.	Criteria	Percentage
1	Knowledge of the Secretary's Standards for Archeology and Historic Preservation	20%
2	Documented Professional experience and expertise	15%
3	Products and activities that meet the acceptable Secretary Standards	20%
4	Personnel / Team Qualifications	20%
5	Previous and related work experience in the Pacific Region and/or Micronesia	15%
6	Personnel / Team people and interpersonal skills	10%
	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