



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT  
**BUREAU OF HUMAN RESOURCES**  
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## REQUEST FOR PROPOSAL

Date of Issue: **January 27, 2025**

RFP No.: **PCS-2025-05**

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2025-05

Solicitation Title: to assist the Ministry of Education in performing the duties of an external evaluator for the State Personal Responsibility Education Program (PREP) for Fiscal Year 2024/2025 of the program.

Date of Issue: January 27, 2025

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: February 10, 2025 (Monday) 4:00 pm Palau Time  
Answers/ Response: February 17, 2025 (Monday) 11:00 am Palau Time  
Expression of Interest: February 21, 2025 (Friday) 4:00 pm Palau Time  
Proposal Due Date and Time: February 25, 2025 (Tuesday) 4:00 pm Palau Time  
RFP Opening Date: February 26, 2025 (Wednesday) 10:00 am Palau Time  
Anticipated Contract Award: By March 27, 2025

  
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 assist the Ministry of Education in performing the duties of an external evaluator for the State Personal Responsibility Education Program (PREP) for Fiscal Year 2024/2025 of the program.**
- 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 a U.S. Federal Grant known as the **Personal Responsibility Education Program (PREP)**. 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 **February 21, 2025** 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 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 February 25, 2025**, 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:

- a. Have adequate financial resources to perform the contract or the ability to obtain the finances;
- b. Be able to comply with required delivery or performance schedule;
- c. Have the necessary organization, experience, and skills required to perform the contract or have ability to obtain them;
- d. Have the necessary production, construction, and technical equipment facilities or the ability to obtain them; and



- e. 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) **February 10, 2025**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **February 17, 2025**.

### IV. RFP Timeline:

Bidding Period	January 27, 2025 – February 25, 2025
Inquiries/Clarification Due	February 10, 2025 (4pm Palau Time)
Answers Responses will be Posted After	February 17, 2025 (11am Palau Time)
Expression of Interest	February 21, 2025 (4pm Palau Time)
RFP Closing Date	February 25, 2025 (4pm Palau Time)
RFP Opening Date	February 26, 2025
Anticipated Contract Award	March 27, 2025

## V. Scope of Work

### **Project Title:**

External Evaluator(s) for the State Personal Responsibility Education Program (PREP) for years 24 and 25 of the program.

### **Project Objectives:**

The External Evaluator will provide comprehensive, consultative evaluation services through collaboration with MOE program staff to assure that the program meets all of the specified benchmarks, to monitor and evaluate the implementation of the selected evidence-based programs and to assure that data collection efforts are sufficiently comprehensive to allow for program monitoring and reporting of project performance measurement data as required by the federal funding agency. The PREP program evaluation activities and services will include development or refinement of a comprehensive two-year evaluation plan; evaluation of evidence-based program including monitoring and evaluating program fidelity measures; data management and analysis of program fidelity and implementation data; and generating necessary data for completion of annual federal reports, developing necessary assessment and evaluation tools and monitoring ongoing progress throughout the project period.

### **Scope of Work:**

1. Provide an evaluation plan and timelines of evaluation activities for performing the required Scope of Services based on the program's grant application.
2. Review program's grant application and/or implementation plan. And suggest refinements for current program activities and outcome statements where necessary. Review current measures for program outcomes and provide recommendation of instruments to measure outcomes.
3. Develop data analysis plan; oversee data collection efforts; suggest appropriate data collection instruments/tools and/or develop new instruments if one. Review current measures for program outcomes and effectiveness as well as meeting report performance requirement of federal funding agency.
4. Meet regularly (at least quarterly) with program staff and key program partners to review progress of program activities; inputs and outputs, assuring that program is progressing and meeting specified program benchmarks and to determine evaluation needs, identify programmatic issues that impact program success and evaluation, and review data collection efforts. Provide guidance to ensure that program is on track with objectives and is following the program implementation model, and provide recommendations on mid-course corrections when necessary.
5. Collaborate with and provide technical assistance to the MOE program staff in completing reports required by grantor.
6. Provide annual evaluation report that includes process, contextual, and outcome evaluation results, and performance measurement data and analysis.



**Qualification Requirements:**

- Contractor must have previous successful experience in evaluating federal programs or similar programs.
- Knowledge of the Republic of Palau's Educational System and previous successful working relationship with the Ministry of Education is preferred.
- Knowledge of PREP program objectives, data collection measures and program level data requirements as specified by the funding agency.

**Bid Submitted shall Include:**

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

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## 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%
	<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 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**

