



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

Date of Issue: January 13, 2025

RFP No.: PCS-2025-08

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2025-08

Solicitation Title: to assist the Ministry of Education in administering the English Language Learners (ELL) Assessment tools and monitoring the English Language Learners (ELL) language proficiency in Palau Schools.

Date of Issue: January 13, 2025

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: January 21, 2025 (Tuesday) 4:00 pm Palau Time  
Answers/ Response: January 28, 2025 (Tuesday) 11:00 am Palau Time  
Expression of Interest: February 6, 2025 (Thursday) 4:00 pm Palau Time  
Proposal Due Date and Time: February 11, 2025 (Tuesday) 4:00 pm Palau Time  
RFP Opening Date: February 12, 2025 (Wednesday) 10:00 am Palau Time  
Anticipated Contract Award: By March 14, 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 administering the English Language Learners (ELL) Assessment tools and monitoring the English Language Learners (ELL) language proficiency in Palau Schools.**
- 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 **Education Grant Project for the Freely Associated States (EGPFAS)**. 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 6, 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 11, 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. 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](mailto:hr@palaugov.org) no later than 4 pm (Palau Time) **January 21, 2025**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **January 28, 2025**.

### IV. RFP Timeline:

Bidding Period	January 13, 2025 – February 11, 2025
Inquiries/Clarification Due	January 21, 2025 (4pm Palau Time)
Answers Responses will be Posted After	January 28, 2025 (11am Palau Time)
Expression of Interest	February 6, 2025 (4pm Palau Time)
RFP Closing Date	February 11, 2025 (4pm Palau Time)
RFP Opening Date	February 12, 2025
Anticipated Contract Award	March 14, 2025

### V. Scope of Work

#### Project Objective

- Provide technical assistance in the acquisition and administration of standardized ELL assessments
- Gauge students' language performance using ELL Assessment Tools
- Provide on-going and in real-time training to MOE staff in the administration and use of ELL Assessment tools
- Improve students' language proficiency

#### Scope of Work:

- Provide technical assistance in the acquisition and administration of standardized ELL assessments
- Score and provide analysis of ELL assessment tools administered
- Provide assistance and training of Ministry staff in the administration and use of ELL assessment tools.
- Assist the Ministry to access evidence-based language development resources.
- Assist the Ministry with access to ELL professional learning and educator assistance tools and/or training.
- Provide in-person training opportunities for select MOE participants to meet with content area experts as well as staff from other school districts that serve large populations of ELLs.

**Period of Performance:**

- The period of performance for this project is 12 months; negotiable based on the needs of the Ministry.

**Qualification Requirements:**

- Show evidence of work with ELL Assessment tools
- Show existence of similar projects/programs implemented that have proven successful track records.
- Has experience in providing professional learning and educator assistance programs.
- Provide relevant affiliations and references

**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	Total Cost/Price	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 4 Points x Weight % = Criteria 4 Score*

**Criteria 1 + Criteria 2 + Criteria 3 + Criteria 4 = TOTAL SCORE**