



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

Date of Issue: January 8, 2025

RFP No.: PCS-2025-09

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2025-09

Solicitation Title: to provide the Division of Behavioral Health with Behavioral Risk Factor Surveillance Systems (BRFSS).

Date of Issue: January 8, 2025

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: January 24, 2025 (Friday) 4:00 pm Palau Time
Answers/ Response: January 31, 2025 (Friday) 11:00 am Palau Time
Expression of Interest: February 4, 2025 (Tuesday) 4:00 pm Palau Time
Proposal Due Date and Time: February 6, 2025 (Thursday) 4:00 pm Palau Time
RFP Opening Date: February 7, 2025 (Friday) 10:00 am Palau Time
Anticipated Contract Award: By March 10, 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 provide the Division of Behavioral Health with Behavioral Risk Factor Surveillance Systems (BRFSS).**
- 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 **Center for Disease Control and Prevention** federal grant. 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 4, 2025** 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 Capitol by 4:00pm (Palau Time) on February 6, 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 no later than 4 pm (Palau Time) **January 24, 2025**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **January 31, 2025**.

IV. RFP Timeline:

Bidding Period	January 8, 2025 – February 6, 2025
Inquiries/Clarification Due	January 24, 2025 (4pm Palau Time)
Answers Responses will be Posted After	January 31, 2025 (11am Palau Time)
Expression of Interest	February 4, 2025 (4pm Palau Time)
RFP Closing Date	February 6, 2025 (4pm Palau Time)
RFP Opening Date	February 7, 2025
Anticipated Contract Award	March 10, 2025

V. Scope of Work

2024-2029 Palau Behavioral Risk Factor Surveillance System

The Ministry of Health and Human Services, Bureau of Public Health, Division of Behavioral Health is the lead agency responsible for implementing the **Center for Disease Control Behavioral Risk Factory Surveillance System (BRFSS)**.

The BRFSS is a series of monthly telephone surveys of Palau adults using CATI systems. The respondents are randomly selected (i.e. age 18 or older) living in households selected by random-digital-dial sampling. The survey instrument, designed by the US Centers for Disease Control and Prevention (CDC) and administered in all 50 states and 6 territories, obtains information about the respondent’s behaviors that put their health at risk, such as use of tobacco, alcohol consumption, nonuse of seatbelts, and obesity. Data collected for the BRFSS are provided to CDC as well as to the Department.

This survey also includes several questions determined appropriate and approved by the BRFSS staff called State Added Questions (SAQ). No questions may be added to or deleted from the BRFSS questionnaire without the BPSS approval. New questions may be introduced upon mutual agreement between BPSS and the Contractor.

For the federal fiscal year 2024 (Palau FY 2025), the BRFSS Program requires (1) landline telephone survey consisting of (a) a main BRFSS survey with approximately 160 questions and having at least 500 respondents. The Offeror must be able to do CATI modifications for phone interviews or questionnaire modifications.

Detailed Specification:

A. Product and Service Requirements

1. The Contractor will perform the surveillance and reporting activities necessary to fulfill the requirements of the BRFSS. Some technical assistance is available to the Contractor from the Department and the Centers for Disease Control and Prevention (CDC).
2. The Contractor shall complete a total of **500** for each year of the project, 2025, 2026, 2027, 2028, and 2029, for a total of 2,500 surveys. The targeted response rate must be better than 90 percent, as calculated by the Council of American Survey Research Organizations (CASRO) method.
3. When required, capability to increase sample size and additional questions for a fee. Palau BRFSS Program serves as coordinator for developing add-on questions. Additional payments may be made for extra costs of extra programming and pretest of new questions and increase of sample size. Separate billings will be required for state add on questions and increase of sample size, and the Contractor will be responsible for detailing all costs.
4. Develop and maintain procedures to ensure confidentiality of information provided by survey respondents.

B. Reporting Systems and Deliverables:

1. Monthly Status Reports are considered to be progress reports covering project activities during the prior month. The report should be consistent with the Contractor's proposal, as amended or approved in writing by Palau BRFSS Program. The report shall provide a discussion of monthly survey efficiency with recommendations and plans for improvement. This full report for a particular month is due within five (5) working days of the end of the interview month.

The monthly status report shall include:

- a) Status of monthly number of completes versus monthly targets by stratum or island.
- b) Status of need for additional samples.
- c) The Survey Efficiency, CASRO, cooperation rate;
- d) A record of the disposition of all monthly calls;
- e) A record of the outcome of supervisor verified interviews;
- f) A report of any changes in interview staff;
- g) The number of interviewer hours and evaluation of their performance;
- h) A summary of the daily number of attempted calls, completed interviews, and dispositions by stratum

ON

2. Monthly Datasets

- a) Data from interviews conducted each month shall be submitted in electronic form either via e-mail or password protected electronic media to the Palau BRFSS Project Director on a monthly basis and within five (5) working days after the end of the month provided that the data set has passed the PC-Edit program of CDC.
- b) The dataset includes the entire total sample files following the data element layout provided by CDC and the state added question layout for samples that were not called, samples that were called but not contacted, samples that were called but refused, records of partial interviews, records of completed interviews.
- c) The sample telephone numbers and other personal identifiable information should not be included in those monthly submissions of files.

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