



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT

BUREAU OF HUMAN RESOURCES

3rd Floor, Executive Building, National Capitol, Ngerulmud

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REQUEST FOR PROPOSAL

Date of Issue: January 27, 2025

RFP No.: PCS-2025-12

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2025-12

Solicitation Title: to provide an Instructional Leadership Coach for the Ministry of Education's Instructional Lead Team for Palau Schools Accreditation.

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 provide an Instructional Leadership Coach for the Ministry of Education’s Instructional Lead Team for Palau Schools Accreditation.**
- 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 21, 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 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:

 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 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:

Instructional Leadership Coach for MOE Instructional Lead Team for Palau Schools Accreditation. To build capacity for Principals & Content Lead Specialists to implement priority academic plans, collect evidence of implementation and success and be able to use it as evidence and progress in their school accreditation.

Purpose and Background:

The Ministry continues to focus on ways to improve educator practices and improve initiatives that will lead to improved student outcomes, high quality professional development that is embedded in their work, collaborative, data driven and classroom/instruction focused. In order to build capacity and for all Principals and Lead Specialists to continue to implement all priority programs and meet accreditation requirements; The Ministry is recruiting for Instructional Leadership coach for MOE Instructional Lead Team for Palau Schools Accreditation.

Scope of Work:

1. Assign Lead Project Director & Team for the Ministry to keep and maintain consistency and support throughout the project to be able to build rapport with MOE Team.
2. Build/Provide Platform System/ Data Warehouse to manage and monitor instructional plans and ongoing progress to be able to track work and report to accreditation.
3. Onsite & Virtual training on use of platform systems/data warehouse.
4. Facilitate Professional Developments for all MOE Lead Teams; Online and Onsite.
5. Work collaboratively with School Principals and MOE Program Area Content Specialists to carry out effective training programs and to deliver effective instructional coaching.
6. Work with School Principals and provide professional developments that fit their particular school based on the needs of each school.
7. Facilitate and Problem Solve anticipated implementation issues, data collection and other accreditation challenges.
8. Coaching Team on Accreditation Reporting and Transitioning to New School Year.
9. Provide final and finished product that is ready for submission to Accreditation.
10. Develop informational and training materials used for project as a guide for all Principals and Specialists.

Period and Conditions of Performance:

Content Area Consultants will be contracted for a period of 12 months and follow the School Calendar and work closely with the professional development and teacher training team of staff. Training is flexible and can be delivered through hybrid designed programs that include both in person and online platform.

Qualification Requirements:

- Doctorate Level preferred
- Experience in Providing Principal Leadership and/or School District Leadership Training
- Experience with Accreditation Level Work in District Level

- Experience in working with Schools with English Language Learners
- Experience with Technology Teacher training
- Instructional Leadership & School administrative experience (school principal) preferred
- Proven record of engaging teachers in professional development based
- Proven record of work in using classrooms as teaching labs for staff by modeling, co-teaching and instructional coaching
- Prior experience working in Palau Schools and understands the Palau School Systems

Bid Submitted shall Include:

- Resume;
- Description of work/activities to be carried out;
- Reference/Names and addresses of previous clients;
- The total project cost for performance of contract and any other relevant documents



Evaluation Criteria

No.	Criteria	Percentage
1	Overall proposal suitability: Proposed project design must meet the scope and needs outlined in the scope of work and be presented in a clear and organized manner.	50%
2	Organizational experience, previous work and technical expertise: Bidders will be evaluated on their experience as it pertains to the scope of this project. Bidders must provide descriptions and documentation of staff technical expertise and experience.	25%
3	Value and Cost: Bidders will be evaluated on the cost of their project design based on the work to be performed in accordance with the scope of this project.	25%
	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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE

