



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

Date of Issue: **April 15, 2024**

RFP No.: **PCS-2024-23**

### SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2024-23

Solicitation Title: to assist the Palau Special Education Program of the Ministry of Education in recruiting an Instructional Coach for Special Education Teachers, Case Management Training & Program Procedures Manual Review.

Date of Issue: April 15, 2024

### MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: April 25, 2024 (Thursday) 4:00 pm Palau Time  
Answers/ Response: May 3, 2024 (Friday) 11:00 am Palau Time  
Expression of Interest: May 9, 2024 (Thursday) 4:00 pm Palau Time  
Proposal Due Date and Time: May 14, 2024 (Tuesday) 4:00 pm Palau Time  
RFP Opening Date: May 15, 2024 (Wednesday) 10:00 am Palau Time  
Anticipated Contract Award: By June 14, 2024

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 Palau Special Education Program of the Ministry of Education in recruiting an Instructional Coach for Special Education Teachers, Case Management Training & Program Procedures Manual Review.**
- 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 **MOE – Special Education Program.** 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 **May 9, 2024** 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 May 14, 2024, 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) **April 25, 2024**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **May 3, 2024**.

### IV. RFP Timeline:

Bidding Period	April 15, 2024 – May 14, 2024
Inquiries/Clarification Due	April 25, 2024 (4pm Palau Time)
Answers Responses will be Posted After	May 3, 2024 (11am Palau Time)
Expression of Interest	May 9, 2024 (4pm Palau Time)
RFP Closing Date	May 14, 2024 (4pm Palau Time)
RFP Opening Date	May 15, 2024
Anticipated Contract Award	June 14, 2024

### V. Scope of Work

#### Project Title:

Instructional Coach for Special Education to assist the Palau Special Education Program with Classroom Academic Instruction, IEP/Individual Education Plan Support and Procedure Manual Review

#### Purpose and Background:

The Ministry of Education is recruiting a licensed Masters level Instructional Coaching Consultant with expertise in Special Education to provide support for All Palau Schools Special Education Teachers with Classroom Instruction, Individual Planning and Processes and Ongoing Review of Special Ed Program Procedural Manual. This will improve student services in the schools, Individual Education Plan (IEP) reviews and implementation, writing the formal individual education plan, special education laws and processes, assessments, data collection including lead support for Palau Special Education Website Improvement Team.

#### Scope of Work:

##### 1. **Classroom Instructional Support: Content, Instructional Arrangements, Intervention, Classroom Management**

- **Content: Online Tools: AR, BEable, Iready instructional tools**  
Identifying targets, goals and identifying curriculum content to use, and will provide a framework for learning targets and goal setting.



- **Intervention & Instructional Arrangements:**  
 Co-planning: (teacher with coach) ongoing throughout the cycle.  
 Modeling: (coach models instructional practice as the teacher observes)  
 Coach skillfully models instructional exemplary practices within the context of the teacher's classroom.
- **Classroom Management**  
 Addressing the instructional needs of students (e.g., flexible groupings, Tier 2 or 3 interventions within the classroom).

**2. System Support: Provide Teacher Support in IEP Laws, IEP Process & Writing Process throughout the school year**

➤ **IEP (Laws and Processes)**

- Review on IEP Laws and Provisions
- RTI Interventions
- Progress Monitoring
- Data Collection
- Determination to Proceed with Special Education Referral Process

➤ **The IEP Process**

- Referral Process
- Transfer IEP Process (Adopting an IEP from other school districts)
- Transfer IEP Process (Not Adopting an IEP from other school districts)
- Special Education Referral/ Initial IEP Process/ Eligibility
- Reevaluation
- Annual Review
- IEP Revocation of Consent
- Student IEP Withdrawal
- Standardized Assessments (WJ IV/WIAT-4 with Dyslexia Screener)
- Universal Screening
- Benchmarking (Baseline)
- Content-Based Measures
- Formative Assessments
- Summative Assessments

### **3. Data Collection**

- Interpreting Data
- Progress Monitoring Tools
- 6 Data Points
- Classroom Observation/Anecdotal Records
- Teacher Feedback
- Work Samples
- Standardized Assessment Data Analysis
- Formative/ Summative/ Content-Based Measures Data Analysis/ Gap Analysis
- Review of Records

### **4. IEP Writing Process**

- Writing Present Levels
- Accommodations/Modifications
- Indicator 13
- Writing IEP Goals
- Special Education Services
- Planned Course of Study
- Transition Services (age 15+)

### **5. Special Education Procedure and Manual Review**

- Ongoing Review of Special Education Content & Services Manual
- Working with website team developers to oversee special education content and services
- Website Evaluator



**Period and Conditions of Performance:**

Content Area Consultants will be contracted for a period of 3-6 months with an option to renew. Each Consultant will work virtually and on-site upon agreed occasions. Consultants will be assigned to a primary school and/or will be re-assigned to schools based on urgent needs of the schools. Work will include school outreaches and travel throughout the Republic with another peer. Candidates recruited off-island will receive travel and housing allowances.

**Qualification Requirements:**

- Licensed Masters level in Special Education
- At least three years of teaching experience in Special Education
- Math Consultant with experience in Singapore Math Curriculum preferred
- English/Language Arts Consultant with experience in ELL strongly preferred
- Technology Consultant with teacher training experience preferred
- Instructional Leadership consultant with previous 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 living and working in Palau preferred
- Other international working experience is desirable, but not required

**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**

Submitted Proposals will be Evaluated based on the following criteria:

No.	Criteria	Percentage
1	<p><b>Overall Proposal Suitability:</b></p> <ul style="list-style-type: none"> <li>Proposed project design must meet the scope and needs outlined in the scope of work and be presented in a clear and organized manner.</li> </ul>	50%
2	<p><b>Organizational experience, previous work, and technical expertise:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	25%
3	<p><b>Value and Cost:</b></p> <ul style="list-style-type: none"> <li>Bidders will be evaluated on the cost of their proposal design based on the work to be performed in accordance with the scope of this project.</li> </ul>	25%
	<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 1 + Criteria 2 + Criteria 3 = TOTAL SCORE***