REQUEST FOR PROPOSAL

Date of Issue: March 23, 2022

RFP No.: PCS-2022-012

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2022-012

Solicitation Title: To Fully Manage COVID-19 Testing Services in support of the Pandemic Response.

Date of Issue: March 23, 2022

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: March 28, 2022 (Monday) 4:00 pm Palau Time

Answers/ Response: March 30, 2022 (Wednesday) 11:00 am Palau Time

Expression of Interest: April 1, 2022 (Friday) 4:00 pm Palau Time

Proposal Due Date and Time: April 6, 2022 (Wednesday) 4:00 pm Palau Time

RFP Opening Date: April 21, 2022 (Thursday) 4:00 pm

Anticipated Contract Award: May 23, 2022

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 Health & Human Services to fully manage COVID-19 Testing Services in support of the Pandemic Response.**

b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources via e-mail to hr@palaugov.org, calling 680-767-2415 or visiting the procurement website [http://palaugov.pw/rfp-bids/](http://palaugov.pw/rfp-bids/).

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 the **Epidemiology and Laboratory Capacity (ELC) Cooperative Agreement with the U.S. Centers or Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS),** Award of contract is subject to the availability of funds. 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 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 Licenses (State and National Business Licenses) 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 April 1, 2022 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 April 21, 2022 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) **March 28, 2022.**


IV. **RFP Timeline:**

<table>
<thead>
<tr>
<th>Bidding Period</th>
<th>March 23, 2022 – April 6, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquiries/Clarification Due</td>
<td>March 28, 2022 (4pm Palau Time)</td>
</tr>
<tr>
<td>Answers Responses will be Posted After</td>
<td>March 30, 2022 (11am Palau Time)</td>
</tr>
<tr>
<td>Expression of Interest</td>
<td>April 1, 2022 (4pm Palau Time)</td>
</tr>
<tr>
<td>RFP Closing Date</td>
<td>April 6, 2022 April 21, 2022</td>
</tr>
<tr>
<td>RFP Opening Date</td>
<td>April 7, 2022 April 22, 2022</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>May 9, 2022 May 23, 2022</td>
</tr>
</tbody>
</table>

**Scope of Work**

- Provide and support testing services for the detection of COVID-19 in inbound/outbound travelers and in support of community testing, contact tracing and other testing activities as deemed necessary by the Ministry of Health and Human Services:
  - Provide rapid antigen testing service utilizing a US FDA approved or EUA-authorized COVID-19 test.
  - Provide confirmatory PCR-COVID-19 upon request or based on guidance from MHHS or collect samples for confirmatory testing to be performed by the Belau National Hospital Laboratory.
  - Notify MHHS of any positives detected immediately per system designated by MHHS.
  - Collect and store positive PCR samples for shipment by MHHS to a US CDC laboratory or other identified reference laboratory for genomic sequencing based on guidance/instruction from MHHS.
  - Community testing must be made available to all regardless of presence of symptoms or vaccination status.
Testing paid for by MHHS must be free to the “testee” or individual being tested and will not be billed to any other entity unless the purpose of the test is for outbound travel.

Demand for testing service is not currently known. The number of individuals tested per week will be evident once the testing program is implemented. MHHS shall not guarantee a minimum number of tests each week.

Testing services shall not be withheld on the basis of race, ethnicity, age, gender, religion, sexual orientation, disability status, economic status or other distinguishing characteristic or trait.

- Must meet all the Federal and CDC requirements in addition to MHHS requirements for reporting individual rapid antigen tests:
  - Rapid test results are available within 15-30 minutes. Results for each rapid test must be provided to the individual tested, or authorized representative such as a parent/guardian for minors, within the same business day.
  - Confirmatory PCR testing results, when requested by MHHS, must be reported to MHHS and the individual tested or authorized representative, within 24-48 hours or less from time of sample collection.
  - Data related to the MHHS in a format acceptable for electronic exchange and summarized via a digital dashboard.

- Must participate in meetings with the MHHS when needed regarding testing services.

- Provide weekly reports to the MHHS with at a minimum the following:
  - Daily number of rapid tests conducted per location,
  - Daily number of PCR tests conducted per location,
  - Daily number of samples processed, and
  - Daily number of positive/negative/inconclusive results, per location and test type.

- Reports will be sent to MHHS every Monday by 9am and include metrics for the previous 7 days (previous Monday – Sunday).

**Duration of the Contract:**

At this time, testing volumes and length of time necessary to continue testing is unknown. For this reason, the MHHS intends to award one contract as a result of this RFP. The resultant contract will have an initial term of one year, with the option to renew on a yearly basis for a total term of 2 years or as dictated by the budget period and availability of funds of the funding program.

**Acknowledgement of Funding:**

This program is supported by the Center for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling $1,249,017 with 0% percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily the official views of, nor an endorsement by, CDC, HHS, or the U.S. Government.
• ELC Enhancing Detection Expansion Project, Palau Epidemiology and Laboratory and Capacity Program, Coronavirus Response and Relief Supplemental Appropriations Act of 2021. Funds are available through July 31, 2024.

Evaluation Criteria

All complete proposals will be reviewed by an evaluation committee composed of relevant stakeholders from the Ministry of Health and Human Services. Incomplete proposals will not be reviewed. Criteria will include the following:

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quality of the proposal and planning approach</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>Details of proposed strategy and approach are clear and demonstrate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>understanding of scope of work. Scope and content of the proposal meet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the requirements of the RFP.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Budget approach and cost effectiveness</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Effective and efficient delivery of quality services is demonstrated in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>relation to budget allocation. Budget allocation is reasonable and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>appropriate.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Overall experience of company and demonstrated results</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Assessment of history of company, experience as it relates to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements of the RFP, evidence of quality/relevance of past</td>
<td></td>
</tr>
<tr>
<td></td>
<td>performance and references.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Fails</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Very Good</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

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

TOTAL SCORE = Criteria 1 + Criteria 2 + Criteria 3