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| Request for Proposals (RFP) | |
| Objectives | **Request for Proposals (RFP)**  **AI Adoption for Productivity Improvement in the Public Sector**  Analyze the AI landscape in APO public sectors via domain-specific scenarios; develop sector-specific frameworks for effective AI implementation while identifying agency challenges in public acceptance; and offer preliminary frameworks to enhance productivity through qualitative and quantitative improvements that integrate data sovereignty, ethical/legal safeguards, and robust data governance.  For more details, please see the PN and Implementation Procedures. |
| Background | The adoption and effective use of AI vary significantly among public-sector organizations in APO members. Public agencies face unique challenges in data governance, cross-border regulation of global platform providers, and ethical and legal dilemmas that lack straightforward solutions.  A November 2024 study by the Hoover Institution at Stanford University found that a quarter of US civil servants use generative AI for work-related tasks, providing a valuable benchmark for APO economies, where challenges stem from the lack of tailored frameworks, sector-specific expertise, and strategic knowledge. Enhancing productivity in the public sector requires not only technical innovations but also active public engagement and understanding.  Building on Vision 2025's emphasis on technological advances and using AI to enhance productivity, this research leverages past initiatives to elevate technological literacy and public-sector productivity in selected advanced and emerging economies. |
| Purpose | AI enhances efficiency and productivity in public-sector services. However, many APO members have limited expertise, inadequate frameworks, and issues of data sovereignty, ethical/legal safeguards, and data governance. This project bridges those gaps with sector-specific tools and frameworks for effective AI adoption for transparent, accountable, sustainable improvements in public service delivery. |
| Scope of Work | In-depth analysis of the public-sector AI landscape; Sector-specific AI frameworks for the public sector (e.g., administrative services, healthcare, education, and social welfare); Challenges in AI adoption in government agencies; and Utilization of AI technologies to improve public-sector productivity including data governance, cross-border regulation, and ethical safeguards. |
| Proposals should include the following information | * 1. Cover letter of interest (Annex 1)   2. Basic organizational details (Annex 2)   3. Profile of institution (maximum 1 A4-sized page)   4. Experience in conducting research in similar areas (Annex 3)   5. Financial proposal to indicate the cost of services.   6. Total costs and breakdowns for conducting the research should be given only in US dollar amounts.   7. All national taxes and levies applicable should be stated and included in the total costs. The APO will consider the inclusive costs as the final quoted prices when evaluating proposals.   8. All rates and costs quoted in financial proposals should be written in both numeric and alphabetic forms, e.g., USD2,500 (two thousand five hundred US dollars).   Download: Annexes. |
| Submission of Proposals | * 1. Proposals with all required information specified should only be sent via email in password-protected PDF file attachments signed by authorized representatives no later than **17:00 (Japan Standard Time), 15 April** **2025** to [tislam@apo-tokyo.org](mailto:tislam@apo-tokyo.org) and [myoshida@apo-tokyo.org](mailto:myoshida@apo-tokyo.org).   2. The subject line of the email message should be: **Proposal for Conducting Research on AI Adoption for Productivity Improvement in the Public Sector by <Institution name>**. |
| Institution Selection Criteria and Notification of Results | * 1. The selected institution will be awarded a research contract with the APO for conducting the research, based on the following selection criteria:   2. Methodology of research   3. Prior experience in conducting similar research   4. Quality of prior publications   5. Research quotation   6. Only the selected institution will be notified via email within 1 month of the submission deadline of the acceptance of its proposal. |
| Right to Accept or Reject Proposals | * 1. The APO reserves the right to annul the RFP or the vendor selection process, or to accept or reject any or all proposals in whole or part at any time, without stating any reason and without incurring any liability to the affected institution.   2. The APO is not obligated to respond to any objections or to inform the affected institution of the grounds for such decisions.   3. The APO also reserves the right to change the scope of work in case of need or depending upon changes in requirements before or during the implementation phase. However, if changes are made during the implementation phase, the APO will negotiate the costs for the additional work separately with the institution. |
| Terms and Conditions | * 1. The APO will not bear any costs related to research, planning, design, or any other such activity related to the preparation of proposals in response to this RFP by institutions for sending proposals to the APO.   2. The APO may, at its own discretion, extend the submission deadline by notifying all bidders of the extension in writing. Any proposal received after the deadline will be rejected. |
| Contact Information | A prospective institution requiring any clarification of this document, or the process itself, should submit its queries in writing only to the following email address:  Multicountry Programs Division 2  Asian Productivity Organization (APO Secretariat)  1-24-1 Hongo, Bunkyo, Tokyo 113-0033, Japan  Email: [tislam@apo-tokyo.org](mailto:tislam@apo-tokyo.org) and [myoshida@apo-tokyo.org](mailto:myoshida@apo-tokyo.org) |