



Commonwealth Utilities Corporation
Office of the Executive Director



REQUEST FOR PROPOSALS

CUC-RFP-13-022

SALARY ADMINISTRATION PROGRAM

The Commonwealth Utilities Corporation, Office of the Executive Director is soliciting competitive sealed proposals from qualified consultant or consulting firm to review and revise the Commonwealth Utilities Corporation's current Salary Administration Program (SAP), including the development of a performance management rating and payment system.

The RFP package and the scope-of-work may be obtained upon receipt of a non-refundable deposit from the CUC Treasury Section by cash, check or credit card in the amount of \$ 100.00 for one set; at the CUC, Procurement & Supply Office, 3rd Floor, Room 3, Joeten Dandan Commercial Building, Dandan, Saipan, between 7:30 AM to 11:30 AM and 12:30 PM to 4:00 PM, Monday through Friday, except on government observed holidays.

A Pre-Proposal Conference will be held on **August 8, 2013 at 10:00 AM (ChST)** at the CUC Main Conference Room, 3rd Floor, Joeten Dandan Commercial Building, Dandan, Saipan.

One (1) original and Five (5) hard copies must be submitted in a sealed envelope marked "CUC-RFP-13-022, Salary Administration Program", to the CUC Procurement & Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP 96950, no later than **August 27, 2013 at 10:00 AM (ChST)**. Late submissions and conditional offers will not be considered.

All Offeror are advised that CUC assumes no responsibility in any act of omission on the part of the Offeror due to lack of information or understanding of the proposal requirements in the course of Contractor's preparation of a proposal or supply under the contract.

The RFP does not commit CUC to award a contract, to pay any cost incurred in the preparation of the proposal under this request, or to procure or contract for services.

Offerors will also be required to comply with all CNMI and applicable Federal Laws. This bid and the ensuing contract shall be executed as per the CUC Procurement Regulations.

All questions regarding this RFP must be submitted in writing no later than **August 12, 2013 at 10:00 AM (ChST)** to Manny B. Sablan, CUC Purchasing Officer, via email address manny.sablan@cucgov.org with a copy to Frankie Cepeda, CUC Human Resource Manager via email frankie.cepeda@cucgov.org.

CUC reserves the right to reject any or all offers and waive any imperfection in the bid proposal in the best interest of the government. All proposals shall become the property of CUC.

ALAN W. FLETCHER
Acting Executive Director