



Commonwealth Utilities Corporation

Office of the Executive Director



REQUEST FOR PROPOSALS

CUC-RFP-17-003

PROFESSIONAL SERVICES TO UPDATE CUC'S RULES AND REGULATIONS AND CUC'S POLICIES AND PROCEDURES MANUAL

The Office of the Executive Director, Commonwealth Utilities Corporation (CUC), is soliciting competitive sealed proposals from qualified and experienced entities for professional services to update the CUC Rules and Regulations and CUC's Policies and Procedures Manual.

The solicitation seeks responses from qualified entities from which CUC intends to select one consultant to negotiate the final scope of work and enter into a contract agreement that best fit CUC's consultancy requirements.

The scope of work and solicitation package will be emailed upon request, by the CUC Procurement and Supply Office from 7:30 a.m. to 4:00 p.m., Monday to Friday, except on government observed holidays. Prospective proponents for this RFP must register with the CUC Procurement and Supply Division.

A pre-proposal conference will be conducted at the CUC Conference Room, 3rd Floor, Joeten Dandan Building on **October 20, 2016, at 10:00 a.m. (ChST)**. Immediately after the conference, proposers shall familiarize themselves with the current CUC Rules and Regulations and the CUC Policies and Procedures Manual prior to submitting the proposal.

One (1) original and five (5) hard copies, along with an electronic copy of the proposal on a compact disk in PDF format must be submitted in a sealed envelope marked "*CUC RFP-17-003 – Professional Services to Update CUC's Rules and Regulations and CUC's Policies and Procedures Manual*" to the CUC Procurement and Supply Office, 3rd Floor, Joeten Dandan Building, P. O. Box 501220, Saipan, MP 96950, no later than **November 10, 2016 at 10:00 a.m. (ChST)**. Late submissions and conditional proposals will not be considered.

Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification and to ensure full understanding of and responsiveness to solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity to discussion and revision of proposals, and such revision may be permitted after submission and prior to award for the purpose of obtaining the best and final offers. During discussions, there will be no disclosure of any information derived from proposals submitted by competitive offerors.

All offerors are advised that CUC assumes no responsibility in any act of omission on the part of the offeror due to lack of information of 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 of a contract, to pay any cost incurred in the preparation of the proposal under this request, or to procure or contract for services. Offerors are 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 responses to this RFP should take into account any and all taxes, which will become the obligation of the proponent awarded a contract. Successful proponents will be required to submit a copy of a valid CNMI business license in compliance with the licensing laws of the Commonwealth of the Northern Mariana Islands, upon award of the contract. The contractor and all subcontractors will be obligated to pay wage rates not less than the current CNMI minimum wage, prevailing through the period of the contract, as indicated in the web page: <https://marianaslabor.net/>. The proponents shall be required to comply with all applicable CNMI and Federal laws.

Questions or requests for clarification will be entertained only from pre-registered prospective proposers and must be submitted in writing no later than **10:00 a.m. (ChST) on October 24, 2016**, to Manuel B. Sablan, CUC Purchasing Officer, via email address at manny.sablan@cucgov.org with a copy to Marcela Tenorio, CUC Purchasing Assistant, via email address at marcela.tenorio@cucgov.org.

CUC reserves the right to reject any or all proposals for any reason and to waive any defects in said proposal, if in its sole opinion, to do so would be in the best interest of CUC. All proposals shall become the property of CUC.

GARY P. CAMACHO
Acting Executive Director

MANUEL B. SABLAN
Purchasing Officer