

# Commonwealth Utilities Corporation

Office of the Executive Director

## REQUEST FOR PROPOSALS

### CUC-RFP-18-001

#### FINANCIAL AND COMPLIANCE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2017 & 2018

The Office of the Executive Director, Commonwealth Utilities Corporation (CUC) is soliciting competitive sealed proposals from qualified firms to perform a financial and compliance audit of the CUC for the fiscal year ending September 30, 2017 & 2018. The audit must be performed in compliance with the latest revision of the following guidelines:

- *OMB Circular A-133*
- *Standard for Audits of Government Organization, Programs, Activities and Function, issued by the Comptroller General of the United States*
- *Audits of States and Local Government Units, Industry Audit guide issued by the American Institute of Public Accountants (AICPA)*
- *Generally Accepted Auditing Standards (GAAS)*

The date of contract award will be no later than November 17, 2017. Audit work shall commence thereafter and must be completed by January 31, 2018 (FY17) & 2019 (FY18). Auditors are responsible to review all the 2017 & 2018 financial statements to include the physical CUC assets.

The RFP package may be obtained from the CUC Procurement and Supply Office, 3rd Floor, Room No. 3, Joeten Dandan Commercial Building, Saipan, between 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:00 p.m., Monday through Friday, except on government observed holidays upon completion of registration and presentation of a receipt evidencing a non-refundable payment to the CUC Treasury Section, by cash, check or credit card in the amount of \$100.00 for one RFP package set.

**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-18-001, Financial and Compliance Audit for Fiscal Year Ending September 30, 2017 & 2018***" to the CUC Procurement & Supply Office, 3<sup>rd</sup> Floor, Room No. 3, Joeten Dandan Commercial Building, P.O. Box 501220, Saipan, MP 96950, no later than **October 23, 2017 at 10:00 AM (ChST)**. Submissions, in PDF, must also be emailed to the addresses as noted in the RFP. 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 competing offerors.

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. Offeror 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.

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 AM (ChST) on October 10, 2017** to Manny B. Sablan, Jr. , CUC Purchasing Administrator, via email address [manny.sablan@cucgov.org](mailto:manny.sablan@cucgov.org) with a copy to Antonio Castro, CUC Chief Financial Officer, via email address [antonio.castro@cucgov.org](mailto:antonio.castro@cucgov.org) and Marcela Tenorio, CUC Purchasing Assistant via email address [marcela.tenorio@cucgov.org](mailto: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  
Executive Director

MANNY B. SABLAN, JR.  
Purchasing Administrator