



Commonwealth Utilities Corporation Office of the Executive Director



REQUEST FOR PROPOSALS CUC-RFP-22-035

FINANCIAL AND COMPLIANCE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2022, 2023 & 2024

The Office of the Executive Director, Commonwealth Utilities Corporation (CUC) requires the services of a U.S. Certified Public Accounting Firm/Individual with knowledge, skill, and experience in auditing (1) financial statements in accordance with generally accepted accounting principles and auditing standards of the U.S. and; (2) federal awards programs in accordance with the Single Audit Act and U.S. Office of Management and Budget requisites

- Provide assistance to the CUC management with the preparation of the annual financial statements in accordance with accounting principles generally accepted in the United States of America
- Ensure that the financial statements and auditor's reports also meet any specific requirements contained in agreements or other contractual requirements relative to financial statement presentation and the audits.
- Submit the draft financial statements and accompanying auditor's reports to CUC management no later than January 31st of each year, and issue the final reports no later than February 28th of each year.
- Provide 15 bound copies of the final financial statements and accompanying auditor's report
- Provide an electronic copy (e.g., .pdf format) of the final report to the CUC.

Auditors are responsible to review the 2022, 2023 & 2024 financial statements to include the physical CUC assets for each fiscal year.

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-22-035, Financial and Compliance Audit for Fiscal Year Ending September 30, 2022, 2023 & 2024***" 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 3, 2022 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 July 20, 2022** to Manny B. Sablan, CUC Purchasing Administrator, via email address manny.sablan@cucgov.org with a copy to Greg Cruz, CUC Chief Financial Officer, via email address greg.cruz@cucgov.org and Christie Sablan, CUC Senior Purchasing Technician via email address christie.sablan@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.

CHRETIEN T. VOERG
Acting Executive Director

MANNY B. SABLAN
Purchasing Administrator