



# CEDA



P.O. Box 502149 Saipan, MP 96950 | Tel. No. (670) 234-6245 / 6293 / 7145 / 7146 | Fax No. 235-7147 | [www.developcnmi.com](http://www.developcnmi.com)

## REQUEST FOR PROPOSAL 2024-CEDA-04-RFP

### FINANCIAL AND COMPLIANCE AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2023

The Commonwealth Economic Development Authority (CEDA) is soliciting sealed proposals to perform a financial and compliance audit of CEDA for the fiscal year ending September 30, 2023. This procurement is being conducted pursuant to CNMI Procurement Regulations (NMIAC Chapter 70-30.3, specifically § 70-30.3-210).

The audit guidelines and specifications for this audit may be picked up at CEDA office, at 2390 Beach Road Oleai, Unit 205, Saipan during regular business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday, except CNMI holidays.

**THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMIAC SECTION 70-30.3-725 AND 70-30.3-730 PROHIBITING GRATUITIES, KICKBACKS AND CONTINGENT FEES SHALL APPLY.**

One (1) original and two (2) copies of the proposal shall be submitted in a sealed envelope marked/stamped "Confidential" and labeled "**2024-CEDA-04-RFP**," for FY 2023 Audit Proposal to the CEDA, located at 2390 Beach Road Oleai, Unit 205, Saipan no later than 4:00 p.m., Monday, April 1, 2024.

Proposers outside the Commonwealth must notify CEDA's Executive Director in writing of their intent to receive an additional seven (7) days for the receipt of the actual proposal documents. This Notice of Intent may be emailed to [m.sablan@developcnmi](mailto:m.sablan@developcnmi) and [c.kintol@developcnmi.com](mailto:c.kintol@developcnmi.com) but must be received no later than 4:00 p.m., Monday, April 1, 2024.

All proposals shall become the property of the CNMI government.

Proposals submitted from firms outside the Commonwealth must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than 4:00 p.m. April 1, 2024, and may be mailed to P.O. Box 502149, Saipan, MP 96950, and the proposal documents must be received at CEDA office no later than the close of business Monday, April 8, 2024.

The CNMI Government reserves the right to reject any and all proposals for a justifiable reason and waive any defect in the said proposal if it is in the best interest of the CNMI Government.

**MANUEL A. SABLAN**  
Executive Director

**BRIAN S. NICHOLAS JR.**  
Acting Director  
Division of Procurement Services

**COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL PACKAGE  
2024-CEDA-04-RFP**

**FINANCIAL AND COMPLIANCE AUDITS  
FOR FISCAL YEAR ENDING SEPTEMBER 30, 2023**

The Commonwealth Development Authority is soliciting sealed proposals to perform **Generally Accepted Governmental Auditing Standards (GAGAS) audit of the Commonwealth Economic Development Authority (CEDA)** for fiscal years ending September 30, 2023.

**INFORMATION ON THE REQUEST FOR PROPOSAL (RFP)**

This package contains minimum required information relevant to proposals to perform a financial and compliance audit of CEDA for the fiscal year ending September 30, 2023.

**Scope of Audits**

The audit will cover all transactions of CEDA for the fiscal year ending September 30, 2023, and shall be completed no later than Friday, August 30, 2024.

**Applicable Audits Standards**

The audit shall be made in accordance with the Standards for Audit of Organizations, Programs, Activities, and Functions (Yellow Book) issued by the Comptroller General of the United States. The audits should also take into consideration the following:

- Audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- Generally Accepted Auditing Standards.
- Generally Accepted Government Auditing Standards

**Required Reports**

The audit report shall state that the audit was made in accordance with the provision of the Uniform Guidance.

The audit reports shall include the following reports:

1. Report on the Audit of the Financial Statements in Accordance with the Uniform Guidance for each fiscal period audited.
2. Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* for.
3. Independent Accountant's Report on applying agreed-upon procedures for the State Small Business Credit Initiative (SSBCI) Program.

### Responsibilities of the Independent Auditor

1. The selected firm will sign the audit reports and issue them on or before the date specified in this RFP package.
2. The selected firm will retain audit working papers for at least three years and will make them available for examination by representatives of the cognizant Federal audit agency (the Department of Interior), General Accounting Office, and the CNMI Office of the Public Auditor (OPA).
3. The selected firm will render progress reports as required by CEDA or OPA.

## **SUGGESTED FORMAT AND CONTENT REQUIREMENTS OF THE PROPOSAL**

### Title Page

The proposal should identify the RFP subject, proposal numbers, the name of the firm, local address, telephone number, name and title of the contact person, and date of submission.

### Transmittal Letter

The proposal should contain a brief understanding of the audit service to be performed and a positive commitment to perform the service within the time period specified. It should state the fee for the audit work to be done, and whether the fee is inclusive or exclusive of out-of-pocket expenses.

### Firm Profile

The proposal should provide a brief description of the proposer's firm – personnel educational background and experience, number of staff and staff level (partner, manager, etc.) and client listing.

The proposer must make an affirmative statement or provide supporting documentation to state/show that:

1. CPA Firm holds a current "Firm License to Practice" in the CNMI.
2. It meets the independence requirement of the Standard of Audit of Governmental Organizations, Programs, Activities, and Functions.
3. It does not have a record of substandard audit work.
4. It meets all specific requirements imposed by CNMI laws and other regulations, including business licenses and payment of applicable taxes.
5. Its system of quality control for accounting and auditing practice conforms with standards established by the Peer Review Board of the American Institute of Certified Public Accountants.

### Summary of Proposer's Qualifications

The proposal should include the following information:

1. Principals/Partners, Audit Managers and Field Supervisors and other staff who will work on the audit, including staff from other than the local office, if any. Resumes, including relevant experience and continuing education, for in-charge auditors up to the partner with final responsibility for the engagement, should be included.
2. Recent local and regional office auditing experience similar to the type of audit work requested.

3. The most recent Peer Review letter and Peer Review Report.

Proposer's Approach to the Audit Work

The proposal should indicate the work plan to accomplish the scope of the audit. The work plan should include time estimates for each significant section of the work (Planning, Field Work, Report Preparation, etc.) and staff level to be assigned. The work plan should demonstrate the proposer's understanding of the audit requirements of a single audit as specified in the Uniform Guidance and the audit tests and procedures to be applied in completing the plan.

Audit Fees

The proposer should submit information related to the cost of the audit work in a sealed envelope separately, but together with the proposal. The Proposer should state whether the fee is inclusive or exclusive of out-of-pocket expenses. If exclusive, provide a proposal for these costs if any. The Proposer should provide a time budget for the audit work for each staff, manager, and partner.

Cost is not expected to be the controlling factor in the selection of a Contractor for this solicitation. The degree of importance of cost as a factor could become greater depending upon the equality of the proposals for the other factors (the listed criteria) evaluated. Where competing proposals are determined to be substantially equal (within 10%), the total cost would become a controlling factor. In that event, the best and final cost/price may be requested from the substantially equal offers. The right to award based upon the cost/price submitted with the offer, however, is reserved, if the cost/price is determined fair and reasonable for the services to be rendered.

Proposal Evaluation Criteria

The proposal will be evaluated based on the following criteria:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (Maximum 45 points)
2. Qualifications and experience of the firm (Maximum 40 points)
  - a. Size and structure of the firm.
  - b. Ability to maintain continuity of the audit.
  - c. Experience of the firm in auditing programs financed by the Federal Government and/or the CNMI government.
  - d. Experience of the firm in auditing Governmental Entities.
  - e. Experience of the firm in responding to Bond Underwriters.
3. Qualifications and experience of the staff to be assigned. Education, position in the firm, certifications, and years and type of experience will be considered. (Maximum 15 points)
  - a. Qualification of the audit team.
  - b. Supervision to be exercised over the audit team by the firm's management.
  - c. Designated levels of staffing that will ensure that the deadline will be met.

CEDA will review and rank all submitted RFPs. The selected firm will be subjected to a responsibility and responsiveness determination in compliance with NMIAC §70-30.3-245 of the CNMI Procurement Regulations.

### Proposal Submission

One (1) original and two (2) copies of the proposal shall be submitted in a sealed envelope marked/stamped "Confidential" and labeled "**2024-CEDA-04-RFP**," for FY 2023 Audit Proposal to the CEDA, located at 2390 Beach Road Oleai, Unit 205, Saipan no later than 4:00 p.m., Monday, April 1, 2024.

Proposers outside the Commonwealth must notify CEDA's Executive Director, in writing, of their intent to receive an additional seven (7) days for the receipt of the actual proposal documents. This Notice of Intent may be emailed to [m.sablan@developcnmi.com](mailto:m.sablan@developcnmi.com) and [c.kintol@developcnmi.com](mailto:c.kintol@developcnmi.com) but must be received no later than 4:00 p.m., Monday, April 1, 2024.

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All proposals shall become the property of the CNMI government.

Questions regarding this 2024-CEDA-04-RFP may be submitted in writing via email to Derek Sasamoto, Comptroller at [d.sasamoto@developcnmi.com](mailto:d.sasamoto@developcnmi.com) or faxed to (670) 235-7147 no later than Friday, March 22, 2024. Response to all questions will be shared with firms listed on our log as having picked up a copy of the RFP packet.

The contract for this audit will be awarded on or before Tuesday, April 30, 2024. Audit reports from previous years are available at CEDA's main office at Oleai, Saipan, MP, 96950. Additional information may be obtained from CEDA's Comptroller.