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**REQUEST FOR PROPOSAL
2025-CEDA-06-RFP
PROFESSIONAL SERVICE CONSULTANT**

The Commonwealth Economic Development Authority (CEDA) is soliciting sealed proposals for a **Professional Service Consultant** to oversee the **SSBCI Technical Assistance Program in Commonwealth of the Northern Mariana Islands (CNMI)**. This procurement is being conducted pursuant to CNMI Procurement Regulations (NMIAC Chapter 70-30.3, specifically § 70-30.3-210).

The RFP 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 "**2025-CEDA-06-RFP**," for Professional Service Consultant-SSBCI TA to the Director of Procurement Services located at Building No. 12386, Ascencion Drive, Capitol Hill, Saipan no later than **09:00 a.m. ChST., August 26, 2025**.


Proposers outside the Commonwealth must notify Procurement Services in writing of their intent to receive an additional seven (7) days for the receipt of the actual proposal documents. This Notice of Intent must be received by the Director of Procurement Services no later than **09:00a.m., ChST., August 26, 2025**, and may be sent via email to bidintent@dof.gov.mp.

All proposals shall become the property of the CNMI government.

For Proposers located outside of the CNMI, one (1) original and two (2) copies of the sealed proposal must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **09:00a.m. ChST., August 26, 2025**, and must be received by the Director of Procurement Services no later than **September 05, 2025**.

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.


DEREK T. SASAMOTO
Executive Director


GERALDINE T. CRUZ
Director
Division of Procurement Services

**COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL
2025-CEDA-06-RFP**

Request for Proposals (RFP) for a Professional Service Consultant to oversee the SSBCI Technical Assistance Program in Commonwealth of the Northern Mariana Islands (CNMI).

I. Introduction

The Commonwealth Economic Development Authority (CEDA) through the State Small Business Credit Initiative (SSBCI) Technical Assistance (TA) Grant Program (Program), is soliciting proposals from qualified professional service consultants to manage the delivery of technical assistance services of the SSBCI TA Program.

The selected consultant will support the implementation of technical assistance services to small businesses, with a focus on Socially and Economically Disadvantaged Individuals (SEDI) and Very Small Businesses (VSBs) currently applying, preparing to apply for, or have previously applied for the SSBCI Capital Program or another other Federal or jurisdiction program that supports small businesses

The Program award covers a three-year period. However, this solicitation is for a one-year contract, renewable annually. The contract may be terminated at any time, either for cause or for convenience.

II. Scope of Work

The selected consultant will be responsible for:

- Developing and executing a comprehensive TA Program Plan
- Coordinating outreach and engagement with small businesses
- Managing a pre-approved list of accounting and financial advisor service providers
- Managing a pre-approved list of legal consultant service providers
- Providing direct technical assistance or coordinating subcontracted services
- Ensuring compliance with federal and local regulations, including 2 C.F.R. Part 200
- Monitoring service delivery and performance
- Preparing and submitting required reports to CEDA and the U.S. Department of the Treasury

III. Minimum Qualifications

- Demonstrated experience in program administration, preferably in federal grant programs
- Knowledge of SSBCI or similar small business support initiatives
- Experience working with SEDI and VSB populations
- Strong project management and reporting skills
- Ability to operate in the CNMI and engage with local stakeholders

IV. Proposal Requirements

Proposals must include:

1. Cover letter expressing interest and availability
2. Resume or company profile including qualifications and relevant experience
3. Proposed approach and methodology for administering the SSBCI TA Program
4. Work plan and timeline

5. Budget and fee structure
6. References from at least three (3) recent clients
7. Proof of business license and applicable certifications
8. Registration on the System for Award Management (SAM) official U.S. Government website and provide Unique Entity Identifier (UEI)

V. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications (30%)
- Quality and feasibility of proposed approach (30%)
- Cost-effectiveness (20%)
- Experience with SEDI/VSF clients (10%)
- References and past performance (10%)

VI. Submission Instructions

One (1) original and two (2) copies of the proposal shall be submitted in a sealed envelope marked/stamped "Confidential" and labeled "**2025-CEDA-06-RFP**," for Professional Service Consultant to the Director of Procurement Services located at Building No. 12386, Ascencion Drive, Capitol Hill, Saipan no later than **09:00a.m. ChST., August 26, 2025**.

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VII. Questions and Clarifications

All questions must be submitted in writing to Marie Coleman via email at m.coleman@developcnmi.com by **04:30 P.M. ChST., August 22, 2025**. Response to all questions will be shared via an addendum issued by the Division of Procurement Services and published on the vendor access website (<https://selfservice.dof.gov.mp/vss>).

VIII. Terms and Conditions

- The CNMI reserves the right to reject any or all proposals.
- This RFP does not commit the CNMI to award a contract or pay any costs incurred in the preparation of a proposal.
- The selected consultant will be required to enter into a formal agreement with the CNMI.
- Any agreements (contracts) that result from this solicitation must comply with CNMI Procurement Standard Terms & Conditions