



**PROCUREMENT AND SUPPLY
COMMONWEALTH HEALTHCARE CORPORATION
REQUEST FOR PROPOSAL (RFP)**

**RFP24-CHCC/FINANCE-015
"SINGLE AUDIT FOR FISCAL YEARS ENDING 2022,
2023 & 2024"**

SUBMISSION DEADLINE: JULY 8th, 2024

TIME:10:00AM (CHST)

INTERESTED PARTIES CAN DOWNLOAD THIS REQUEST FOR PROPOSAL FROM THE CHCC WEBSITE [WWW.CHCC.HEALTH]. ONCE AT THE SITE, NAVIGATE TO **REQUEST FOR PROPOSALS** TAB ON THE LEFT NAVIGATION BAR. CLICK ON THE URL FOR THIS RFP. YOU WILL BE REQUIRED TO ENTER DATA TO ALLOW US TO TRACK ALL REQUESTS FOR THIS OPPORTUNITY.

THE CHCC RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSAL AND TO WAIVE ANY IMPERFECTIONS IN ANY PROPOSAL, IF TO DO SO SHALL BE IN THE INTEREST OF THE CHCC. ALL PROPOSALS SHALL BECOME THE EXCLUSIVE PROPERTY OF THE COMMONWEALTH HEALTHCARE CORPORATION.

/S/ ESTHER L. MUNA
CHCC CHIEF EXECUTIVE OFFICER

/S/ CORA P. ADA
DIRECTOR OF PROCUREMENT & SUPPLY



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1178 Hinemlu' Street, Garapan, Saipan, MP 96950



**REQUEST FOR PROPOSAL (RFP)
CHCC FINANCE**

**RFP24-CHCC/FINANCE-015
“SINGLE AUDIT FOR FISCAL YEARS
ENDING 2022, 2023, & 2024”**

I. BACKGROUND INFORMATION

The Commonwealth Healthcare Corporation (CHCC), located in the Commonwealth of the Northern Mariana Islands is soliciting proposals from a qualified vendor to provide a Single Audit for Fiscal Years ending period September 30, 2022, 2023 & 2024 to enter into a Contract Agreements. The Contract will be issued for a two (2) year period starting with the fiscal year ending September 2022 and shall be renewed for up to the two additional single year renewals, unless terminated at least 60 days prior to the expiration of then current term.

The Contractor will complete the financial statement audit of the Commonwealth Healthcare Corporation Basic Financial Statements. The contract is expected to perform the audit in accordance with the Government Auditing Standards issued by the U.S. Government Accountability Office, Title 2 U.S Code of Federal Regulations Part 200, Uniform Administrative Requirements. Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), and applicable OMB circulars and audit standards.

This RFP package contains the necessary information and guidelines for interested vendors to develop and submit proposals.

II. NATURE OF WORK

During the period of the agreement, the prospective contractor is expected to work with CHCC staff at the identified location as specified in Section III of this RFP. The prospective contractor is expected to deliver the goods/services in an efficient, trustworthy, and professional manner. The prospective contractor must have experience to qualify for the award of the contract and must be able to show proof that it has the manpower, equipment, and financial resources to complete the scope of

work as specified in Section IV of this RFP.

III. LOCATION OF WORK

CHCC Main Campus
1179 Hinemlu St
Garapan, Saipan MP 96950

IV. DETAILED SCOPE OF WORK

The audits will cover all transactions of CHCC for the fiscal years ending September 30, 2022, 2023 & 2024 and are to be completed within six (6) months respectively after the end of each fiscal years.

Applicable Audit Standards

The Audits will be performed in accordance with 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

- Report on the Audit of the Financial Statement in Accordance with the Uniform Guidance for each fiscal period audited.
- 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 CHCC.
- Independent Auditors' Report on Compliance for each Major Federal Programs
- Report of Schedule of Expenditure of Federal Awards Required by the Uniform Guidance.

V. INFORMATION AND FORMAT REQUIRED IN THE PROPOSAL

Title Page

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

Contractor Identifying Information

The proposal should include the following information about the firm:

- i. Name and Address
- ii. Type of entity (Corporation/Partnership)
- iii. Length of time in existence
- iv. Name & location of all offices and other facilities of the contractor
- v. Name, address, business and telephone number, and fax number of the contractor's principal contact
- vi. Contractor's Federal Employer Identification Number
- vii. Statement regarding the financial stability of the contractor, including the ability of the contractor to perform the requisite services.
- viii. Contractor's License to Practice in the CNMI

The proposal should also include the following information:

- i. 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 of the engagement, should be included.
- ii. Recent local and regional office auditing experience similar to the type of audit work requested.
- iii. 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 Contractor should submit information related to the cost of the audit work in a sealed envelope separate from, but together with the proposal. The contractor 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 contractor 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 100%), the total cost would become a controlling factor. In the event, the best and final cost/fee may be requested from the substantially equal offers. The right to award based upon the cost/fee submitted with the offer, however, is reserved, if the cost/fee is determined fair and reasonable for the services to be rendered.

CHCC reserves the right to request for additional information or documents that it may consider necessary and relevant to assist it in evaluating a proposal.

VI. GENERAL AND ADMINISTRATIVE INFORMATION

a. Posting of Proposal

Interested parties can download this Request for Proposal (RFP) from the CHCC Website [www.chcc.health]. Once at the site, navigate to **RFP** tab on the left navigation bar. Click on the URL for this **RFP24-CHCC/FINANCE-015**. You will be required to enter the date to allow us to track all requests for this opportunity.

b. General Provision

Until the selection process is completed, the content of the proposal will be held in strictest confidence and no details of any proposal will be discussed outside the Evaluation Team created by the Corporation. This RFP does not constitute an offer and does not obligate the Corporation in any way. The Corporation reserves the right to reject any or all proposals for any reason and waive any defect in said proposals, negotiate with any qualified offers, or cancel in part or its entirety this RFP, if it is in the best interest of the Corporation.

CHCC will enter a contract with the successful vendor pursuant to the terms of the standard government independent contract. Additional terms and conditions will be attached as exhibits to the standard independent contract.

c. Place, Date, and Time of Submission

Please email your proposals and all supporting documents to Cora P. Ada, Director of Procurement and Supply at procurement@chcc.health, no later than 10:00AM July 8th, 2024 Chamorro Standard Time (CHST).

Proposers may opt to submit (3) hard copies in addition to the original proposal (4 in total) to the CHCC Division of Procurement and Supply, Main Office Garapan Saipan.

Please note submission instructions:

- All submissions must include the RFP/ITB # and Project Title in the email subject.
- All documents must be submitted in Adobe PDF Format.
- All pages of your proposal must include the RFP/ITB # and Project Title in the header, plus page number in the footer.

Failure to follow these instructions will be considered unresponsive and your proposal will not be included for technical evaluation.

d. Cost of Preparation

All costs incurred by the vendor in preparing a response to this RFP and subsequent inquiries shall be borne by the vendor. All proposals and accompanying documentation will become the property of CHCC and will not be returned. The Commonwealth Healthcare Corporation reserves the right to reject any or all bids for any reason and to waive any defects in said bid, if in its sole opinion, to do so would be in the best interest of CHCC.

e. Questions, clarifications, or inquiries

All questions or requests for clarification must be made in writing through email until close of business July 1, 2024. No oral comment, response, answer, or direction from other CHCC Personnel is binding unless also furnished in writing to all prospective bidders by the CHCC's Procurement Director in the form of an amendment to the RFP.

Email all inquiries to:

- Perlie Santos
Chief Financial Officer
Email: perlie.santos@chcc.health
Tel No. 670-234-8950 ext 3557

Or

- Cora P. Ada
Director, Procurement & Supply
Email: cora.ada@chcc.health
Tel No. 670-234-8950 ext 3561

VII. EVALUATION CRITERIA

This section pertains to the measurement of points of the scope of work, responsiveness, and capabilities. The award will be made to the proposer whose proposal is most advantageous to the Corporation considering the evaluation factors set forth below:


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 of 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
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 of 15 points)

Cost Criteria

Price is also a factor for consideration and price will be evaluated in comparison with the overall merit of the proposals. Technical merit is more important than price and the Corporation reserves the right to award the contract other than the lowest priced proposal. As proposals become more equal in technical merit, the importance of price will increase.

VIII. SELECTION PROCESS

Proposals submitted will be evaluated and selection will be made based on the evaluation criteria mentioned in Section VII. Upon selection, the successful Contractor will be advised to negotiate their fees with CHCC. Should the negotiation fail to result in an agreement, CHCC reserves the right to cancel the negotiation and select the next Proposer, which in CHCC's opinion, is the most qualified proposer and based upon the Evaluation Results. If the negotiation is not agreed to with any of the responsible Proposers, the RFP will be cancelled and re-advertised pursuant to §140-80.1-210 Competitive Sealed Proposals.

Approved By:  Date: 5/31/24
Esther L. Muna, PhD, FACHE, MHA
Chief Executive Officer

Approved By:  Date: 6/4/24
Cora Ada
Director of Procurement & Supply