



MARIANAS
VISITORS AUTHORITY

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REQUEST FOR PROPOSAL MVA-RFP-16-2349: FINANCIAL AND COMPLIANCE AUDIT SERVICES FOR FISCAL YEARS 2016 THROUGH 2018

I. BACKGROUND

The Marianas Visitors Authority (MVA) is requesting competitive sealed proposals from qualified individuals or companies to perform a financial and compliance audit of the MVA for the fiscal years ending September 30, 2016, 2017 and 2018.

The audit shall be performed in compliance with the following guidelines:

- Generally Accepted Auditing Standards.
- Government Auditing Standards (for Audit of Government Organizations, Programs, Activities and Functions issued by the Comptroller General of the United States).
- AICPA Industry Guide on Audits of State and Local Government Units.

II. BASIC REQUIREMENTS AND SCOPE OF WORK

A) *Company Profile*

1. Provide a brief description of the firm's personnel educational background and experience, number of staff and staff level (partner, manager, etc.) and client listing.
2. The proposer must make an affirmative statement or provide supporting document to state that:
 - a. At least the partners are CPAs;
 - b. The Company or Firm meets the independence requirement of the Standards For Audits Of Governmental Organizations, Programs, Activities, and Functions;
 - c. It does not have a record of substandard audit work;
 - d. It meets all specific requirements imposed by CNMI laws and other regulations; and
 - e. Its system of quality control for accounting and auditing practice is in conformity with standards established by the Peer Review Board of the American Institute of Certified Public Accountant.
3. The proposal should identify Principals/Partners, Audit Managers, and other staff members who will work on the audit and the percentage of time each is anticipated to spend on the engagement. Resumes including relevant experience and continuing education for in-charge auditors up to the partner with final responsibility for engagement should be included.

B) *Audit Approach*

1. Briefly state your understanding of the audit service to be performed and include affirmative statement that your firm can perform and complete the service within the time period specified.
2. State a comprehensive fee for which the work will be performed.
3. Briefly describe the work plan to accomplish the scope of the audit, and state the target dates – for the entrance and exit conferences, and for the delivery of the draft and final audit report package. You may include time estimates for each significant segment of the work.



4. Date of entrance and exit conference.

C) Required Reports

The audit report shall include the auditor's opinion on the agency's financial statements. This also include the auditor's report on the study and evaluation of internal control systems which must identify the agency's significant internal accounting controls. Lastly, the report contains the agency's compliance with applicable laws, regulations, grant conditions, if any, and contract terms.

III. EVALUATION OF PROPOSALS

Proposals will be evaluated upon the following criteria:

- Responsiveness of the proposal in clearly stating an understanding of the scope of the work to be performed and completing the work on or before January 31st of the following fiscal year closing. (20%)
- Qualification and experience of the firm, including prior similar audit involvement. (15%)
- Key Personnel: Qualifications and technical competence of the staff to be assigned. Education, position in the firm, and years and types of experience will be considered. (10%)
- Proposed completion date of the audit (15%). The closing of the RFP (30 days) and the processing of the contract including the evaluation (30 days) shall be considered.
- Cost is also a factor that will be considered in addition to the technical merit of the proposal. Provide the proposed fee based on the scope of work and deliverables. (40%)

The evaluation system to be used will be as follows and cost of the service will be evaluated accordingly.

Points	Rating	Guidance in the Technical Criteria
10	Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
7	Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
5	Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.

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Points	Rating	Guidance in the Technical Criteria
3	Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
0	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable.

IV. OTHER REQUIREMENTS AND INFORMATION:

- Proposals must be received at the Office of the MVA Managing Director, no later than **October 21, 2016 at 10:00 a.m.**
- Proposals can be hand carried, or mailed to the following address: MVA Managing Director, P.O. Box 500861, Saipan, MP 96950. All proposals must be submitted in English.
- All proposals must be sealed and marked **MVA-RFP-16-2349** and submitted with original and three (3) copies.
- Discussions may be conducted with any offeror who has submitted a proposal to determine such offeror's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offeror.
- All responses to the RFP shall take into account any and all taxes, which will become the obligation of the proposer awarded a contract. The firm selected will be subject to a responsibility determination in conformance with NMIAC § 90-20-401. If the proposer's work is to be performed in the Commonwealth, the proposer must possess a valid CNMI Business License in order to sign a contract.
- Award shall be made to the offeror determined by MVA to offer the best value, based on the evaluation criteria set forth in this request for proposals.
- Proposals submitted from firms outside the Commonwealth must be postmarked by the U.S. Postal Service or official government mail service of a foreign country by **October 21, 2016**, and must be received by MVA within seven (7) working days of that date. Proposers from outside the Commonwealth must notify the Managing Director in writing of their intent to submit in order to receive the additional seven (7) working days for the receipt of the actual Proposal Documents. This notice of intent may be submitted by any mode of written communication including facsimile to (670) 664-3237, or e-mailed to cfrancisco@mymarianas.com. Notification of intent to submit must be received by MVA no later than **October 21, 2016 at 10:00 a.m.**
- MVA reserves the right to reject any or all proposals, and to waive any defects, if it is in the best interests of the Commonwealth. All proposals will become the property of MVA.
- It shall be a breach of ethical standards for any person to offer, give or agree to give any Board member or employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a

purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining, to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

- It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontractor or order.
- It shall be a breach of ethical standards for a person to be retained or to retain a person to solicit or secure MVA contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. Every person, before being awarded an MVA contract, shall represent, in writing that such person has not retained anyone in violation of this provision. Failure to do so constitutes a breach of ethical standards.



Marian Aldan-Pierce
Chairman of the Board of Directors, MVA



Christopher Concepcion
Managing Director, MVA