



NORTHERN MARIANAS HOUSING CORPORATION

P.O. BOX 500514, Saipan, MP 96950-0514

Email: nmhc@nmhc.gov.mp

Website: <http://www.nmhc.gov.net>

REQUEST FOR PROPOSALS (RFP)

NMHC RFP 2022-007

BID SUBMISSION DATE & TIME: September 30, 2022, 2:00 p.m.

**Financial and Compliance Audits For Fiscal Years Ending:
September 30, 2021, September 30, 2022 and September 30, 2023**

The Proposal Packet is available on August 30, 2022 at the NMHC website at www.nmhc.gov.net by clicking on the "Procurement Tab".

Inquiries regarding this RFP shall be submitted in writing to Mr. Jacob Muna, Office Manager/Procurement Officer via email at officemanager@nmhc.gov.net or submitted via by facsimile to (670)234-9021, no later than 10:00 A.M. local time on September 07, 2022.

A Pre-Proposal Conference will be held on September 14, 2022, 10:00 a.m. at the NMHC Central Office Conference Room located in Garapan, Saipan.

The provisions of the NMHC Procurement regulations, NMIAC 100-60-725 AND 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent Fees shall apply.

For more information, contact Mr. Jacob Muna, Office Manager/Procurement Officer, at (670)234-6866/9447 or via email at officemanager@nmhc.gov.net during regular business hours, 7:30 a.m. - 4:30 p.m. Monday through Friday, except CNMI holidays.

/s/

Jesse S. Palacios
Corporate Director
Northern Marianas Housing Corporation (NMHC)

/s/

Merced "Marcie" M. Tomokane
Chairwoman
NMHC Board of Directors



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REQUEST FOR PROPOSALS NMHC RFP 2022-007

**Financial and Compliance Audits For Fiscal Years Ending:
September 30, 2021, September 30, 2022 and September 30, 2023**

The Northern Marianas Housing Corporation (NMHC) is soliciting sealed proposals from prospective firms to provide services to conduct the financial and compliance audits for fiscal years ending in September 30, 2021, September 30, 2022, and September 30, 2023.

This procurement is in accordance with the NMHC Procurement Regulations. Proposal procedures shall be in full compliance with NMIAC §100-60-210 (Competitive Sealed Proposals) of the NMHC Procurement Regulations. To also include the provisions of NMHC Procurement Regulations, NMIAC Section §100-60-725 & § 100-60-730 Prohibiting Gratuities, Kickbacks and Contingent fees shall apply.

The Request for Proposals and Scope of Work is available on August 30, 2022, online at www.nmhc.gov.net by clicking on the "Procurement" tab.

Inquiries regarding this RFP must be submitted in writing or email to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhc.gov.net or submitted by facsimile to (670)234-9021, no later than 10:00 A.M. local time on September 07, 2022.

A Pre-Proposal Conference will be held on September 14, 10:00 a.m. at the NMHC Central Office Conference Room located in Garapan, Saipan.

Selection Criteria:

Proposals shall be evaluated based on the following criteria:

1. Responsiveness of the proposal (45 points)
2. Qualification and Experience of the firm (40 points)
3. Qualifications and Experience of the Firms Personnel (15 Points)

The successful proposer will be subjected to a responsibility determination in accordance with NMHC Procurement Regulations § 100-60-245.

Sealed proposals must be marked "NMHC RFP 2022-007". One original and two (2) copies of sealed proposals must be submitted to the NMHC Central Office, Garapan, Saipan, MP 96950, no later than 2:00 p.m., local time **September 30, 2022**. Proposals received after the date and time will not be accepted. Offerors located outside of the CNMI may obtain an additional seven (7) working days for receipt of their bids by submitting a Notice of Intent to Submit a Proposal. Notice of Intent to Submit a Proposal must be received by the Procurement Officer no later than 2:00 p.m., local time, **September 30, 2022**, and must be transmitted via facsimile to (670)234-9021, or via email to officemanager@nmhc.gov.net. For Offerors located outside the CNMI, an original and three (3) copies of sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than **September 30, 2022** and must be received at NMHC no later than **October 11, 2022**. Failure to submit the required number of copies may result in the rejection of your proposals.

Proposals will be opened at the NMHC Central Office, Garapan, Saipan at 10:30 a.m., local time, **October 12, 2022**. However, if no notice of intent to submit a proposal received from bidders outside the CNMI, bids will be opened at 2:30 p.m., local time on **September 30, 2022**.

Breach of Ethical Standard

Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former 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 therefore.

NMIAC Section 100-60-725(a)

Kickbacks. 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. ***NMIAC 100-60-725(b)***

Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government 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. ***NMIAC 100-60-730***

NMHC hereby notifies all bidders that it will affirmatively ensure that, in any contracts entered into pursuant to this advertisement, small, minority businesses and women's business enterprises will be afforded equal opportunity to submit bids and will not be discriminated against on grounds of race, color, religion, sex, disabilities or national origin.

The responsive and responsible offeror submitting the proposal that is determined in writing to be most advantageous to NMHC taking into consideration price and the evaluation factors set forth in the request for proposals will be subject to a responsibility determination in conformance with the NMHC Procurement Regulations Section 100-60-245.

NMHC reserves the right to reject any and all proposals for any reason and to waive any defects in the bids if determined to be in its best interest. All bids received shall become the property of the Commonwealth Government.

/s/
Jesse S. Palacios
Corporate Director
Northern Marianas Housing Corporation (NMHC)

/s/
Merced "Marcie" M. Tomokane
Chairwoman
NMHC Board of Directors

NORTHERN MARIANAS HOUSING CORPORATION

REQUEST FOR PROPOSAL PACKAGE NMHC RFP 2022-007

FINANCIAL AND COMPLIANCE AUDITS FOR FISCAL YEARS ENDING: SEPTEMBER 30, 2021, SEPTEMBER 30, 2022 AND SEPTEMBER 30, 2023

The Northern Marianas Housing Corporation is soliciting sealed proposals to perform a **Generally Accepted Governmental Auditing Standards (GAGAS) audit of the Northern Marianas Housing Corporation (NMHC)** for fiscal years ending September 30, 2021, September 30, 2022 and 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 the Northern Marianas Housing Corporation (NMHC) for the fiscal years ending September 30, 2021, September 30, 2022, and September 30, 2023, with the audits to be completed within six (6) months respectively of the end of each fiscal year.

Scope of Audits

The audits will cover all transactions of NMHC for the fiscal years ending September 30, 2021, September 30, 2022, and September 30, 2023 are to be completed within six (6) months respectively after the end of each fiscal year.

- a) Upon issuance of a “Notice to Proceed”, NMHC and selected firm shall negotiate the audit completion deadline for fiscal year ending September 30, 2021 and September 30, 2022.

NOTE: NMHC is a recipient of any Federal Grants.

Applicable Audits Standards

The audits 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 reports shall state that the audit was made in accordance with the provision of the Uniform Guidance. Additionally, that NMHC shall have a separate or stand-alone audit report of its

Financial Statements in accordance with the Uniform Grand Guidance for each fiscal period audited.

The audit reports shall include the following reports:

1. Report on the Audit of the Financial Statements following 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 Following *Government Auditing Standards* for NMHC.
3. Independent Auditors' Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report of Schedule of Expenditure of Federal Awards Required by the Uniform Guidance.
 - a. An audit report for the Housing Choice Voucher Program shall be included in the overall financials of the NMHC.

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), the General Accounting Office, and the CNMI Office of the Public Auditor (OPA).
3. The selected firm will render progress reports as required by NMHC or OPA.
4. The selected firm for this audit shall be responsible for certifying the electronic submission of the FY 2021, FY 2022, and FY 2023 for the Housing Choice Voucher (HCV) Program to the U. S. Department of Housing and Urban Development (HUD), Real Estate Assessment Center (REAC)

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 separate from, but together with the proposal. The audit fee for NMHC and DR should be stated separately based on the audit work required by each agency. 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 on the basis of 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.

NMHC will review and rank all submitted RFPs. The selected firm will be subjected to a responsibility and responsiveness determination in compliance with the Northern Marianas Housing Corporation Procurement Regulations NMIAC § 100-60-245.

Proposal Submission

Sealed proposals must be marked “NMHC RFP 2022-007”. One original and two (2) copies of sealed proposals must be submitted to the NMHC Central Office, Garapan, Saipan, MP 96950, no later than 10:00 a.m., local time September 30, 2022. Proposals received after the date and time will not be accepted. Offerors located outside of the CNMI may obtain an additional seven (7) working days for receipt of their bids by submitting a Notice of Intent to Submit a Proposal. Notice of Intent to Submit a Proposal must be received by the Procurement Officer no later than 10:00 a.m., local time, September 30, 2022, and must be transmitted via facsimile to (670)234-9021, or via email to officemanager@nmhcgov.net. For Offerors located outside the CNMI, an original and two (2) copies of sealed proposals must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country no later than September 30, 2022 and must be received at NMHC no later than October 11, 2022. Failure to submit the required number of copies may result in the rejection of your proposals.

Proposals will be opened at the NMHC Central Office, Garapan, Saipan at 10:30 a.m., local time, October 12, 2021. However, if no notice of intent to submit a proposal received from bidders outside the CNMI, bids will be opened at 2:30 p.m., local time on September 30, 2022.

Inquiries regarding this RFP must be submitted in writing or email to Mr. Jacob Muna, Office Manager/Procurement Officer at officemanager@nmhcgov.net or submitted by facsimile to (670)234-9021, no later than 10:00 AM local time on September 07, 2022.

A Pre-Proposal Conference will be held on September 14, 2022, 10:00 a.m. at the NMHC Central Office Conference located in Garapan, Saipan.

Audit reports from previous years are available at NMHC’s main office at Pale Arnold Road Corner Micro Beach Road, Saipan, MP, 96950. Additional information may be obtained from Mr. Jacob Muna, Office Manager/Procurement Officer.

Northern Marianas Housing Corporation (NMHC)

NOTICE: Must be completed and submitted WITH the bid or proposal

FORM OF STATEMENT OF BIDDER'S QUALIFICATIONS

GENERAL

The following information and completed forms are required by the Northern Marianas Housing Corporation (NMHC) and failure to provide the data in this section, will subject bidder to disqualification.

1.1 DESCRIPTION

- A. Information submitted will be used by the NMHC to determine the competency and ability of the Contractor to perform the scheduled work in a manner deemed satisfactory to the Owner. The NMHC decision shall be final.
- B. The Contractor shall certify, by attaching his signature, that all information contained herein is complete and all statements and answers are accurate and true. Providing misinformation, incomplete information, inaccurate information, or failure to certify the information, will subject bidder to disqualification.

All questions must be answered. The data given must be clear and comprehensive.

- 1. Name of Bidder : _____
- 2. Business Physical Address : _____
- 3. Business Mailing Address : _____
- 4. Business Phone & Fax No. : _____
- 5. Primary Contact Name : _____
- 6. Secondary Contact Name : _____
- 7. Primary Contact Email : _____
- 8. Secondary Contact Email : _____
- 9. When Organized : _____
- 10. Bidder is a (an) : _____
(Sole Proprietor - Partnership - Corporation - LLC)

❖ *Note: Business Contact Person to respond authoritatively to any questions about this statement:*

The full name and addresses of all persons interested in this proposal as partners and/or principal(s) are: If business is carried out in any other name(s) than that of the principal(s) or partner(s), also state such name(s) and address(es).

Northern Marianas Housing Corporation (NMHC)

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SOLE PROPRIETOR

Social Security No., if Sole Proprietor: _____

Tax I.D. No.: _____

- Have you (as a Sole Proprietor), your business or anyone on the proposed team proposing on this project, ever been debarred or suspended? Yes No
- Are You (as a Sole Proprietor) your business or anyone on the proposed team proposing involved in any litigation with any agency/firm or NMHC? Yes No

On a separate sheet or letter, please provide an explanation for any/ "Yes" responses.

*Note: Failure to fully disclose this information automatically deem the Bidder/Offeror/Respondent non-responsive. All "Yes" responses are subject to further review by the NMHC and may result in your bids/response being deemed non-responsive or bidder/Offeror deemed non-responsive.

CORPORATION

Corporation is incorporated in the State of : _____

President is : _____

Treasurer is : _____

Place of Business : _____

Tax I.D. No. : _____

DUN's No. & CAGE No. (if applicable) : _____

11. How many years have you been engaged in the contracting business under your present firm or trading name? _____

12. Have you ever refused to sign a contract at your original bid? Yes No

13. Have you ever defaulted on a contract? Yes No

Northern Marianas Housing Corporation (NMHC)

NOTICE: Must be completed and submitted WITH the bid or proposal

14. Provide a brief summary of the company profile & names of its Officer/members with title.
(If incorporated)
15. Provide a list of current & past projects with start date, completion date and,
16. Provide a list of all current *employee*'s name, title/or classification, citizenship &, work permit no. (if any)
17. Provide a clear copy the Business license

The undersigned hereby authorizes and requests any person to furnish any information requested by **Northern Marianas Housing Corporation (NMHC) Corporate Director**, in verification of the recitals comprising this Statement of Bidder's Qualifications.

Name of Authorized Official or Owner

Title

Signature of Authorized Official or Owner

Date

Northern Marianas Housing Corporation (NMHC)

ORGANIZATIONAL CONFLICT OF INTEREST STATEMENT

The NMHC is respectfully requesting information to ensure that any actual or potential Conflicts of Interest (COIs) are properly recorded, reviewed, and addressed in a manner as deemed appropriate by the Northern Marianas Housing Corporation (NMHC). It is our goal to protect the integrity of the procurement process and to ensure that no unfair competitive advantages exist or existed during any stage of the process. The NMHC, in its sole discretion, will take the steps required to neutralize, mitigate, or to perform any other action to resolve any potential or actual conflict of interest if discovered during this discovery phase.

Some examples of COIs in an organization may include, but are not limited to the following:

- Unfair Advantage: Assisting or preparing the organization in crafting written specifications, scopes of work, or statements of qualifications and subsequently responding to the solicitation.
- Potentially biased or impaired objectivity: Assisting the organization with evaluating or assessing the performance of products or services of other potential bidders and also submitting a response to the solicitation.
- Unequal access to information not shared with other potential bidders or respondents: Gaining access or pre-solicitation access to non-public information prior to official release (i.e., budget/funding information, procurement information, proposed evaluation criteria, prior award info obtained from the organization through non-FOIA means, etc.).

I, _____ (Bidder/Proposer), on behalf of myself and my company, and my subcontractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Bidder/Proposer in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Bidder/Proposer and its company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Northern Marianas Housing Corporation vendor database. It may further result in termination of any contractual relationship with the Northern Marianas Housing Corporation and may be grounds for disciplinary action, up to and including debarment by the NMHC, fines, penalties, imprisonment, or civil suit to be brought against Bidder/Proposer company.
 - a That to my knowledge, no employee or official of the NMHC, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Bidder/Proposer, has any pecuniary interest in the business of the Bidder's/Proposer's company or Bidder's/Proposer's subcontractor(s), nor does Bidder's/Proposer's subcontractors have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
3. I warrant that I and my subcontractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Bidder's/Proposer's company or subcontractor(s) in order to solicit or secure an agreement with the Northern Marianas Housing Corporation, as related to this solicitation or any resulting Agreement, and that I and my subcontractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Bidder's/Proposer's company or Bidder's/Proposer's subcontractor(s) any fee,

Northern Marianas Housing Corporation (NMHC)

commission, percentage, gift, or other consideration contingents upon or resulting from the award of any Agreement.

4. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or subcontractors may have in competing for the Agreement to result from this solicitation and any actual or potential conflicts of interest that may arise from my participation in this solicitation or my receipt of an award. I acknowledge that the NMHC intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Bidder/Proposer, to prevent the existence of conflicting roles that might bias a consultant's judgment, and prevent one Bidder/Proposer or company from having an unfair competitive advantage over other Bidder or Proposers. The NMHC, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the NMHC may withhold the award of this Agreement. Before withholding an award on these grounds, a Bidder/Proposer will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.
5. I have complied with the following:

"No questions (including Compliance Program-related questions) may be directed to or contacts made with the Corporate Director, other members of NMHC, or other NMHC staff not identified in this solicitation as points of contacts during the time that this solicitation is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition may disqualify the contractor and/or consulting firm from further consideration by the Procurement Officer for this solicitation."
6. List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above. Please check only one box below.
 - No known actual or potential Conflicts of Interest are subject to disclosure.
 - All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by the Northern Marianas Housing Corporation.

7. I warrant that should I become aware of an actual or potential conflict of interest involving my company or subcontractors, if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the NMHC immediately. I also warrant that should I become aware of any competitive advantage that my company or subcontractors have in responding to this solicitation or providing services under an agreement related to this solicitation, I will immediately notify the NMHC of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the NMHC of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.
8. By signing this statement, I certify for myself and on behalf of my company and any of my subcontractors that I have and will comply with, and have not, and will not, induce a person to violate 1

Northern Marianas Housing Corporation (NMHC)

CMC Section 2304 (Ethics Act). I acknowledge and understand that the NMHC may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision.

9. Has anyone in your company been privy to any information regarding the NMHC RFP 2022-007 solicitation prior to August 30, 2022? If so, please explain.

10. Prior to the solicitation release date on _____ has anyone in your company attended any meetings, either internally or externally, where the above-referenced solicitation was discussed either in whole or in part?

Company Name: _____

Print Name/Signature of Authorize
Official or Owner

Title

Northern Marianas Housing Corporation (NMHC)

DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

1. The respondent certifies, by submission of this IFB/RFP Response, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
2. The respondent will provide immediate written notice to whom this Certification is submitted if at any time the Proposer learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The Respondent shall not knowingly enter any agreement/subcontractor relationship lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this procurement, unless authorized by the department or agency with which this procurement originated.
4. Where the respondent is unable to certify to any of the statements in this certification, such respondent shall attach an explanation to this RFP Response.

Company Name & Address

Email Address

Type or Print Name

Title

Signature of Authorize Official or Owner

Date

SMALL, MINORITY, WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

The bidder/proposer represents and certifies as part of its bid/offer that it:

(a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) is, is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least fifty-one (51%) percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) is, is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least fifty-one (51%) percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least fifty-one (51%) of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

Bidder's/Proposer's Signature

The undersigned bidder certifies that the information contained in this certification and representations is accurate, complete, and current.

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name & Mailing Address)

Telephone: _____

Fax No.: _____

NON-COLLUSION AFFIDAVIT

Project: _____
Commonwealth of the Northern Mariana Islands

NORTHERN MARIANAS HOUSING CORPORATION)
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS)
SAIPAN, MARIANA ISLANDS) **ss**

_____ being first duly sworn, deposes and says:
(Name)

That he/she is _____ (A partner or officer in the firm of, etc.) of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiance or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure advantage against the Northern Marianas Housing Corporation (NMHC) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of

Subscribed and sworn to before me this _____ day of _____, 20____.

Seal of Notary Public

My commission expires _____ 20_____.

CONTRACTOR'S STATEMENT

Project: _____
Commonwealth of the Northern Mariana Islands

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS)
) ss
SAIPAN, MARIANA ISLANDS)

_____ being first duly sworn, deposes and says:
(NAME)

That he/she is _____
(A partner or officer in the firm of, etc.)

Of the party making the foregoing proposal or bid, that such proposal or bid is genuine and represents that he has not retained any person, or been retained, to solicit or secure this contract 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.

Signature of
Bidder, if the bidder is an individual;
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation;

Subscribed and sworn to before me this _____ day of _____, 20_____.

Seal of Notary Public

My commission expires _____, 20_____.