

THE YAP STATE HISTORIC PRESERVATION OFFICE (YSHPO), DEPARTMENT OF YOUTH AND CIVIC AFFAIRS HEREIN SOLICITS FOR PROPOSALS FROM QUALIFIED INDIVIDUALS, FIRMS OR ORGANIZATIONS ON A PROJECT ENTITLED “ **DEVELOPMENT OF AN INTERNAL CONTROL SYSTEM FOR THE YAP STATE HISTORIC PRESERVATION OFFICE**”. THE PROJECT SHALL BEGIN WITH THE SELECTED BIDDER REVIEWING THE RECOMMENDATIONS FROM THE LAST AUDIT, THE U.S. NATIONAL PARK SERVICE, DOI’S REQUIREMENTS, YAP STATE FINANCIAL MANAGEMENT ACT AND REGULATIONS AND OTHER LOCAL AUTHORITIES REGULATING THE BEHAVIOR OF GOVERNMENT’S EMPLOYEES, EXAMINE THE FILING SYSTEM AND OTHER INTERNAL PROCEDURES AND PROCESSES, INTERVIEW RELEVANT EMPLOYEES, AGENCIES, BODIES AND INDIVIDUALS, AND WRITE THE DRAFT REPORT SUBJECT TO YSHPO’S REVIEW. IN THE DEVELOPMENT OF THE BIDDING PROPOSAL, YSHPO REQUESTS THE FOLLOWING FACTORS TO BE INCLUDED IN THE PROPOSAL; FULL LEGAL NAME OF THE BIDDER, BACKGROUND INFORMATION DEMONSTRATING THE EXPERIENCE AND ACADEMIC QUALIFICATIONS OF THE PRINCIPAL INVESTIGATOR AND OTHER MAJOR PROJECT’S WORKERS, SCOPE OF WORK, ACTIVITY TIMELINES, AND BUDGET. PRINCIPAL INVESTIGATOR MUST SPEND AT LEAST AROUND ONE (1) MONTH ON YAP TO CONDUCT THE ABOVE ACTIVITIES/TASKS AND CAN RETURN BACK TO THE ORIGIN TO REVIEW DATA AND INFORMATION, AND DRAFT THE INTERNAL CONTROL SYSTEM REPORT. BIDDERS MUST DEMONSTRATE THE ABILITY TO USE OWN FUNDS TO INITIALLY IMPLEMENT THE PROJECT’S ACTIVITIES, HAS ACTIVE/VALID DUNS NUMBERS, LICENSED FOR THIS TYPE OF ACTIVITY AND ANY OTHER INFORMATION DEEMED NECESSARY AND APPROPRIATE TO RENDER A FAVORABLE REVIEW AND SELECTION OF THE PROPOSAL SUBMITTED. PRINCIPAL INVESTIGATOR AND AUTHOR OF THE REPORT MUST MEET THE FOLLOWING NPS REQUIREMENTS:

1. PROVIDE A COPY OR EVIDENCE OF PAST SIMILAR WORK PRODUCT(S)

THE YSHPO HAS THE RIGHT TO WAIVE ANY REQUIREMENT OR IRREGULARITY OR REJECT ANY OR ALL PROPOSALS SUBMITTED. THIS RFP DOES NOT CREATE ANY FINANCIAL OBLIGATION UPON YSHPO, DY&CA OR THE YAP STATE GOVERNMENT TO ANY OR ALL BIDDERS. DEADLINE TO COMPLETE THIS PROJECT’S ACTIVITIES/TASKS IS SEPTEMBER 30, 2020.

PROPOSALS CAN EITHER BE SENT BY DELIVERING, MAILING OR THROUGH E-MAIL BY MARCH 18, 2020 TO:

YAP STATE HISTORIC PRESERVATION OFFICE

P.O BOX 714

COLONIA, YAP 96943

E-MAIL ADDRESS: yaphpo@mail.fm or yapstatehpo@gmail.com

PROPOSALS WILL NOT BE ACCEPTED IF SUBMITTED THROUGH FACEBOOK OR OTHER SOCIAL MEDIA OTHER THAN THOSE STATED ABOVE.

FOR MORE INFORMATION, PLEASE CONTACT YSHPO AT THE ABOVE ADDRESSES OR CALL 691-350-4226 DURING NORMAL YAP STATE GOVERNMENT WORKING HOURS.