



WESTERN
PACIFIC
REGIONAL
FISHERY
MANAGEMENT
COUNCIL

Request for Proposals

Western Pacific Fishery Management Council

The Western Pacific Regional Fishery Management Council (Council) is soliciting proposals to for contractual services listed below.

1) **CONTRACT SERVICE: Financial Auditor Services**

CONTRACT PERIOD: Annual audit begins in March and ends September 30, 2022. The contract may be negotiated to provide annual audit services for multiple years.

SCOPE OF WORK: The Contractor shall provide audit services in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non Profit Organizations and the Single Audit Act Amendments 1996. The audit shall be conducted on calendar year 2021 financial records and scope of the audit shall include, but not limited to: internal controls, schedule of expenditures of federal awards, and compliance. Auditor will required to complete and file the appropriate sections of the data collection form. A multiple year service agreement could extend audit services for additional calendar years upon availability of funds.

ELIGIBILITY: The potential Contractor must:

- Have previous experience with auditing government entities in accordance with the requirements of OMB Circular A-133, 2 CFR 200, and NOAA grant requirements.
- Complete the audit before September 30 annually, the end of the federal audit period.;

REQUIREMENTS: The Contractor will work independently and coordinate with the Council administrative staff to meet deliverable timelines. Proposals will be evaluated competitively based on eligibility criteria as stated above. Selected Contractor begin services on March 1, 2022.

HOW TO APPLY: The proposal should include the following items (maximum 3 pages): a. Name, affiliation, and contact information of the principal contractor(s); b. Brief statement addressing the requirements as stated; c. Budget; and d. a Curriculum vitae or resume for each project participant.

Proposals may be submitted by e-mail (attach materials in PDF files) to info@wpcouncil.org or regular mail to: Western Pacific Regional Fishery Management Council 1164 Bishop Street, Suite 1400 Honolulu, HI 96813.

SUBMISSION DEADLINE: Proposals will be welcome until January 15, 2022 or until a Contractor is engaged.