



WESTERN
PACIFIC
REGIONAL
FISHERY
MANAGEMENT
COUNCIL

Request for Proposals

Western Pacific Fishery Management Council

The Western Pacific Regional Fishery Management Council (Council), established through Congress under the Magnuson-Stevens Fishery Conservation and Management Act of 1976, has the responsibility for preparing management plans for those fisheries within its jurisdiction. The Council has authority over the management of fisheries in the US Exclusive Economic Zone waters off of the Territories of American Samoa and Guam, Commonwealth of the Northern Mariana Islands (CNMI), and the State of Hawaii.

The Council, composed of 16 public, State, and Federal members, meets at a minimum of four times a year to conduct its business. Funding for the Councils is provided by Congress through grants administered by NOAA Fisheries. The Council is headed by an Executive Director that is supported by 15 administrative and programmatic staff located in Hawaii, American Samoa, Guam and CNMI. The Council is soliciting proposals for the contractual services listed below.

CONTRACT SERVICE: Independent Auditor to Review the Council's Administration of the Western Pacific Sustainable Fishery Fund (SFF) Program Activities and NOAA Awards

CONTRACT PERIOD: The contract is expected to begin February 1, 2022, and be completed by March 30, 2022.

SCOPE OF WORK: The contractor shall review the Council's administration of Western Pacific SFF awards for compliance with OMB uniform guidance, DOC terms and conditions and NOAA administrative award conditions. The audit shall be conducted on the 2021 calendar year SFF awards for NOAA grant compliance (progress and financial records, special award conditions), issuance and monitoring of sub-awards, contracts and other procurement activities and internal controls/monitoring of award activities. Final report will be provided to the Council's Executive Director with copy provided to the NOAA Fisheries Program Officer.

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.
- Be available to begin the audit in February 2022 and complete the final audit by March 30, 2022.

REQUIREMENTS: The contractor will work independently and coordinate with the Council administrative staff to meet deliverable timelines. Proposals will be evaluated on a competitive basis based on the eligibility criteria as stated above. Selected contractor will begin contract on February 1, 2022.

HOW TO APPLY: Submissions should include a proposal with 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 20, 2022 or until a contractor is engaged.