



**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 for contractual services listed below.

- 1) **CONTRACT SERVICE:** Audit Support and Fiscal Services
- 2) **CONTRACT PERIOD:** Expected to begin June 1, 2025, and end September 30, 2025 or earlier.
- 3) **SCOPE OF WORK:** The Contractor will assist with the Council's 2024 annual audit by preparing and organizing necessary documents, reconciling accounts, and completing pre-audit schedules. Additionally, the Contractor will train new fiscal staff on accounting and reporting systems.
- 4) **ELIGIBILITY:**
 - Degree in Accounting or Business or equivalent certification and experience.
 - Knowledge of financial and accounting procedures, policies and principles.
 - Working knowledge of administering and managing Federal cooperative agreements, grants and awards.
 - Three years of related work experience.
- 5) **REQUIREMENTS:** The Contractor must be available to immediately complete the scope of work by May 30, 2025.
- 6) **HOW TO APPLY:** Submissions should include the following items (maximum 3 pages): a. Name, affiliation, and contact information of the principal contractor(s); b. Brief statement of the services provided to address the scope of work and requirements as stated; c. fee schedule; and d. a curriculum vitae for project personnel.

Proposals may be submitted by e-mail info@wpcouncil.org (attach materials in PDF files) or regular mail, to Kitty M. Simonds, Executive Director,
Western Pacific Regional Fishery Management Council,
1164 Bishop Street, Suite 1400, Honolulu, HI 96813.
- 7) **SUBMISSION DEADLINE:** Proposals will be welcome until May 20, 2025 or until a contractor is engaged.