



**Yap State
Historic Preservation Office**
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REQUEST FOR PROPOSAL:

Invitation to Bid for the Yap State Historic Preservation Office Historic Preservation Fund Grant Audit

The Yap State Historic Preservation Office (YSHPO) hereby solicits for professional auditing services to perform an audit for Yap State Historic Preservation Office. The professional qualifications for the person or firm (Contractor) to conduct the audit include a licensed CPA with at least a Bachelor's degree in accounting, and two (2) years auditing experience. A licensed auditing firm with auditing experience in the Micronesian region is preferable. The professional contractor will conduct the audit of the Yap State Historic Preservation Office, Department of Youth and Civic Affairs (YSHPO, DY&CA) financial statements (accounts) of funds, including all active grants, provided by NPS, DOI, through its HPF annual financial assistance to Yap State, FSM, from the period of October 1, 2014 to present. Contractor will also review and assess records at YSHPO, Finance Division, OAS and other relevant offices to determine eligibility and appropriateness of activities funded by NPS/HPF.

The professional Contractor will assess the financial and projects/programs performances of YSHPO within the auditing period to ensure its compliance with all applicable laws, regulations, and policies regulating the use of NPS/HPF activities implemented within the said period. Selected contractor must be on-site to conduct the audit.

Proposals will be evaluated on meeting or exceeding RFP requirements identified in the above paragraphs. Each proposal will be evaluated for meeting YSHPO goals, clarity, and reasonableness of the proposal on a scale of 1-5 (five is the highest) for each requirement, averaged, and compared to other received submissions. This project shall be treated on a reimbursement basis where the selected Contractor would use his/her money first and YSHPO

through the NPS/HPF grant would reimburse the Contractor after satisfactory review of the product.

This RFP bidding will expire on **January 13, 2018.** YSHPO retains the right to reject any and all proposals or waive any irregularities with any proposal. For further questions, contact YSHPO at P.O. Box 714 Colonia, Yap 96943 or e-mail address at yaphpo@mail.fm or by phone at 691-350-4226. Bids can be e-mailed or mailed to YSHPO at the addresses provided above.