

## II. SUBMISSION AND EVALUATION OF PROPOSAL

1. **DESCRIPTION OF WORK INVOLVED**

The Scope of Services required is described in Part “III” of this Request for Proposal.

2. **TYPE OF CONTRACT**

To be formulated after negotiations have concluded.

3. **SUBMITTAL DATE**

The required proposal (1 Original and 5 copies) must be submitted no later than **4:00 p.m.** Chamorro Standard Time (Guam Time), by **Thursday, September 15, 2016**. Any proposals submitted after the deadline will not be accepted.

4. **PRE-PROPOSAL CONFERENCES**

Pre-proposal conferences, as appropriate, may be conducted in accordance with 2 G.A.R. § 3109(h) (Pre-Bid Conferences). Such a conference may be held any time prior to the date established for submission of proposals.

5. **FORM OF SUBMITTAL**

Any proposals submitted after the above deadline will not be accepted. Submitted proposals must remain valid for at least ninety (90) days. **In response to this RFP, both a sealed technical and a sealed price/fee proposal, containing the offerors’ cost and pricing data, must be submitted concurrently.** Each proposal must be in writing with 1 Original and 5 copies. The proposal must be submitted in a separate sealed envelope from the price proposal. The sealed envelope shall be marked plainly:

**Department of Administration  
Attention: Christine W. Baletto, Director  
Request for Proposal No. RFP 2016-0660-002  
Audit Services for  
Fiscal Years 2016, 2017, and 2018  
Proposal**

In a second separate sealed envelope, the proposer shall also submit a cost or pricing data to include the schedule of proposed hourly rates for the type or types of audit services and a total all-inclusive maximum price for each of the three fiscal years to be audited. A price proposal should also be submitted for the additional year of service should DOA, with the approval of the Public Auditor, decide to retain the services of the selected offeror. The sealed envelope shall be marked plainly:

**Department of Administration  
Attention: Christine W. Baletto, Director  
Request for Proposal No. RFP 2016-0660-002  
Audit Services Fee  
Fiscal Years 2016, 2017, and 2018  
Price Proposal**