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www.developcnmi.com

September 2, 2025

VIA Email

Subject: Invitation to Submit Qualifications – Legal Consultation Services

Dear Counsel,

The Commonwealth Economic Development Authority (CEDA) invites your firm to submit qualifications in response to our **Invitation to Submit Qualifications (ISQ)** for legal consultation services. The purpose of this ISQ is to establish an **Approved Contractor List** of legal service providers who may be engaged on an as-needed basis.

Firms selected through this process will be considered for future engagements based on the nature and scope of legal needs.

Please review the attached ISQ document for submission requirements, evaluation criteria, and deadlines.

The ISQ is also available for pickup at **2390 Beach Road, Oleai, Units 205 and 103**, and online at www.developcnmi.com.

Thank you for your interest in supporting CEDA's legal needs. We look forward to receiving your qualifications.

Sincerely,

MARIE N. COLEMAN
Acting Executive Director

Enclosed: ISQ packet



**Commonwealth Economic Development Authority
INVITATION TO SUBMIT QUALIFICATIONS**

To join a **pre-approved contractor list** for providing legal consultation on setting up businesses in the CNMI under the State Small Business Credit Initiative (SSBCI) Technical Assistance (TA) Grant Program.

I. Purpose

The Commonwealth Economic Development Authority (CEDA) through the SSBCI TA Grant Program is seeking Statements of Qualifications from licensed attorneys and law firms interested in being included on a pre-approved contractor list to provide legal consultation services related to business formation and establishment in the Commonwealth of the Northern Mariana Islands (CNMI), with a focus on those owned by Socially and Economically Disadvantaged Individuals (SEDI) and Very Small Businesses (VSBs).

II. Background

The SSBCI TA Grant Program, funded by the U.S. Department of the Treasury, aims to expand access to capital and support small businesses through technical assistance. The CNMI has received funding to implement this program locally and is establishing a pool of qualified service providers to deliver legal consultation services.

III. Scope of Services

Selected attorneys will provide legal guidance and consultation in areas including, but not limited to:

- Business entity formation (corporations, LLCs, partnerships)
- Licensing and permitting requirements
- CNMI-specific regulatory compliance
- Foreign investment and immigration considerations
- Real estate and lease agreements
- Employment law and labor compliance

IV. Eligibility Requirements

Respondents must meet the following minimum qualifications:

- Licensed to practice law in the CNMI or eligible for temporary practice under CNMI law
- Demonstrated experience in business law, preferably within the CNMI or similar jurisdictions

- No conflicts of interest with the CNMI government or affiliated entities

V. Submission Requirements

Interested parties must submit the

1. Cover letter expressing interest
2. Resume or firm profile
3. List of relevant experience and representative clients (if applicable)
4. CNMI Bar license or eligibility documentation
5. Fee schedule or hourly rate structure
6. Three professional references
7. Registration on The System for Award Management (SAM) official U.S. Government website and provide Unique Entity Identifier (UEI)

VI. Evaluation Criteria

Submissions will be evaluated based on:

Criteria	Points
Relevant experience and expertise	30
Understanding of CNMI legal and business environment	25
Cost-effectiveness of proposed rates	20
Professional references and reputation	25

VII. Contact Information

For questions or additional information about this RFQ, please contact:

Marie Coleman,
m.coleman@developcnmi.com
234-6245 ext. 307

VIII. Deadline and Submission Instructions

All submissions must be received by Monday, September 15, 2025 in a sealed envelope addressed to following:

Commonwealth Economic Development Authority
Attn: Derek T. Sasamoto, Executive Director
2390 Beach Road Oleai Unit 205
Subject Line: RFQ – SSBCI TA - Legal Consultation Services

Submissions may also be sent via email to Derek T. Sasamoto, Executive Director at d.sasamoto@developcnmi.com with a copy to Marie N. Coleman, Loan Manager at m.coleman@developcnmi.com.

IX. Additional Information

This RFQ does not constitute a contract or offer of employment. Inclusion on the pre-approved list does not guarantee assignment of work. The Commonwealth Economic Development Authority reserves the right to reject any or all submissions.

X. Procurement Method

Qualified attorneys and law firms selected as a result from this RFQ process will be procured under a sole source method and any agreements (contracts) must comply CNMI Procurement Standard Terms & Conditions. This approach is authorized due to the specialized nature of legal services and the need for timely and expert consultation in support of the SSBCI TA Grant Program.



MARIE N. COLEMAN

Acting Executive Director