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Commonwealth Economic Development Authority INVITATION TO SUBMIT QUALIFICATIONS (ISQ)

To join a **pre-approved contractor list** for providing accounting consultation services in the Commonwealth of the Northern Mariana Islands (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 Technical Assistance (TA) Grant Program, is seeking qualified accountants and accounting firms to join a pre-approved contractor list. These contractors will provide accounting consultation services to small businesses in the 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 accounting consultation services.

III. Scope of Services

Selected qualified contractors will provide:

- Financial statement preparation and analysis
- Bookkeeping and accounting system setup
- Tax preparation and planning
- Cash flow management
- Budgeting and forecasting
- Financial literacy training and workshops
- One-on-one technical assistance to small businesses

IV. Eligibility Requirements

Respondents must meet the following minimum qualifications:

- Licensed CPA or accounting firm in good standing
- Minimum of three (3) years of experience providing accounting services to small businesses
- Demonstrated experience working with SEDI-owned or VSB clients preferred
- Ability to deliver services in-person or virtually within the CNMI
- Familiarity with federal grant compliance and reporting requirements

V. Submission Requirements

Interested parties must submit:

1. Cover letter expressing interest
2. Resume or firm profile
3. Proof of licensure and certifications
4. Description of relevant experience
5. References from past clients
6. Fee schedule or hourly rates
7. Any additional materials demonstrating qualifications

VI. Contact Information

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

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

VII. Deadline and Submission Instructions

All submissions must be received by Friday, October 10, 2025 in a sealed envelope addressed to:

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

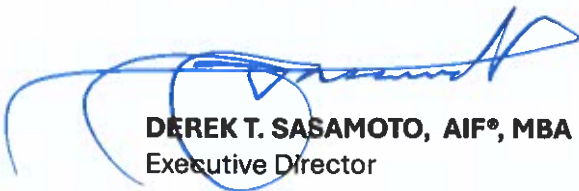
Submissions may also be sent via email to Derek T. Sasamoto, Executive Director at d.sasamoto@developcnmi.com with a copy to Marie N. Coleman, Loan Manager at m.coleman@developcnmi.com.

VIII. Additional Information

This ISQ 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.

IX. Procurement Method

Procurement of qualified accountants and accounting firms selected as a result from this ISQ process will be procured in compliance with CNMI Procurement Regulations.



DEREK T. SASAMOTO, AIF®, MBA
Executive Director