



Third Northern Mariana Islands Constitutional Convention Pre-Convention Committee

Second Floor, Joeten Dandan Center
 Caller Box 10007, Saipan, MP 96950
 Tel. No.: (670) 235-0843 • Fax No.: (670) 235-0842

MEMORANDUM

DATE: May 4, 1995 - 5:24 PM

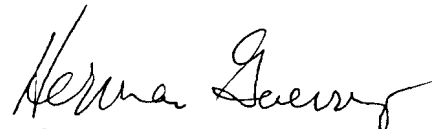
TO : Secretary of Finance
FROM : Chair, Pre-Convention Committee
SUBJECT : Request for Payment
RE : Document Control No. PCC95-1584-10

Kindly issue payment made payable to **Jose P. Cruz** in the amount of **\$1,875.00** charged against Pre-Convention Committee Account Number **1594-6219** for the following invoice(s):

VENDOR	INVOICE(S)	AMOUNT	OBJECT CLASS
Jose P. Cruz P. O. Box 154 Tinian, MP 96952	Contract No. PCC-95002-01 5/5/95	\$ 1,875.00	6219
TOTAL		\$1,875.00	

Justification: Second Installment payment pursuant to Pre-Convention Committee Contract No. PCC-95-002-01.

Thank you for your prompt attention to this matter.


 HERMAN T. GUERRERO

Attachment(s)

JOSE P. CRUZ
P. O. Box 154
Tinian, MP 96952

Statement

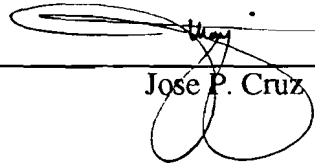
Second Installment Payment Pursuant to Pre-Convention
Committee Contract No. PCC-95002-01

\$ 1,875.00

Thank you.

05/04/95

Date



Jose P. Cruz

COMMONWEALTH OF THE
NORTHERN MARIANA ISLANDS

387073

STATEMENT OF REMITTANCE

INVOICE NUMBER
PV571799

DESCRIPTION
MAY 1995 - C95002 (2nd installment)

DISCOUNT

AMOUNT
\$1,875.00

TOTAL AMOUNT

\$1,875.00



Commonwealth Treasury
Commonwealth of the Northern Mariana Islands
P.O. Box #5234 CHRB
Saipan, MP 96950



Saipan Branch
Bank of Guam
The Local Bank The People's Bank.
Susupe
Saipan, Mariana Islands 96950

101-511
1214

387073

VOID ONE (1) YEAR FROM CHECK DATE

DATE
05/15/95

\$1,875.00

PAY EXACTLY (IN U.S. DOLLARS)
\$1,875.00

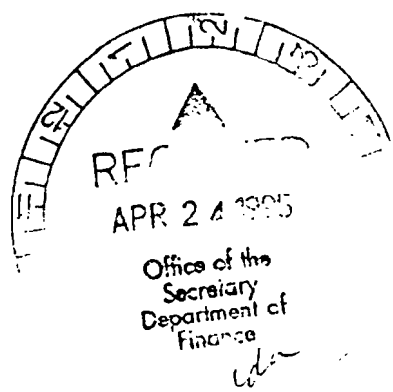
PAY TO THE ORDER OF

JOSE P. CRUZ
P.O. BOX 154
TINIAN, MP. 96952

⑈ 387073 ⑈ ⑆ 121405115 ⑆ 01030025301 ⑈



INDEPENDENT CONTRACTOR



CONTRACT NO. PCC-95002-01

This agreement for services by an independent contractor is entered into between the **Pre-Convention Committee**, herein referred to as the "**Committee**", and **Jose P. Cruz**, address P. O. Box 154, Tinian, MP 96952, herein referred to as the "**Contractor**".

This Agreement is effective on April 17, 1995 and shall continue until June 5, 1995.

The Committee agrees to pay the Contractor:

TOTAL FEES & PAYMENT: The Committee and Contractor agree for a fee of Five Thousand Seven Hundred Thirty-Three Dollars and Fifteen Cents (\$5,733.15), payable in three installments not to exceed :

- 1. \$1,875.00 upon signing of this Contract.
- 2. \$1,875.00 on May 15, 1995
- 3. \$1,983.15 on June 5, 1995

The Committee requires completion of the following scope of work which the Contractor understands and represents that it has the necessary expertise, training, knowledge, materials, manpower, and time to perform for the fee stated.

SCOPE OF WORK: The Contractor is retained to provide administrative services and support and for other purposes to the Pre-Convention Committee. The Contractor may be assigned other duties and responsibilities as determined by the Chairman.

CONTRACT DELIVERABLES: The Contractor will deliver to the Contracting Officer, or to persons designated by the Contracting Officer, such reports as may be required by the Contracting Officer, or by the persons designated by the Contracting Officer. The Contractor will also provide contact as required by the Contracting Officer or by the persons designated by the Contracting Officer.

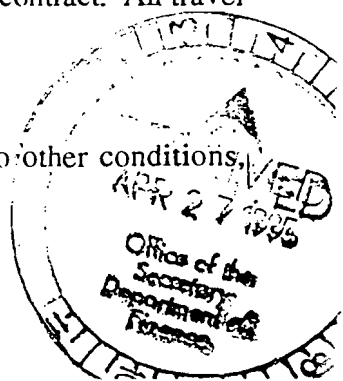
SCHEDULE: The Contractor will exert its best efforts to maintain whatever schedule is required by the Contracting Officer or by the persons designated by the Contracting Officer.

PROVIDED BY CONTRACTOR: Administrative services and support. The Contractor will perform other duties and responsibilities as assigned and determined by the Contracting Officer or by the persons designated by the Contracting Officer.

PROVIDED BY COMMITTEE: The Committee will reimburse the Contractor for reasonable and necessary expenses as authorized by the Contracting Officer. The Contractor shall be reimbursed for travel expenses reasonably necessary to the performance of this contract. All travel shall only be undertaken with the approval of the Contracting Officer.

Committee staff coordination as assigned by the Contracting Officer.

NOTE: All terms and conditions of the contract are herein set out and no other conditions, promises or representations have been made.



The Contractor agrees to complete the project according to the description above to the satisfaction of the Contracting Officer, **HERMAN T. GUERRERO, CHAIRMAN OF PRE-CONVENTION COMMITTEE**, as certified before payment by the Contracting Officer.

PROCUREMENT INFORMATION

For Government Use Only:

1. Check method of source selection:

- Small Purchase
- Sole Source
- Emergency
- Professional Services

2. List Government contract numbers of all related contracts with same advisor: None

SIGNATURES

(To be signed in order listed)

1. **OFFICIAL WITH EXPENDITURE AUTHORITY:**

DECLARATION


I declare that I have complied with the procurement regulations in the procurement of this Agreement, that this Agreement is for a public purpose, and that the Agreement does not waste or abuse public funds. I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on _____ at Saipan, Commonwealth of the Northern Mariana Islands.


HERMAN T. GUERRERO

CHAIRMAN, PRE-CONVENTION COMMITTEE


2. **CONTRACTING OFFICER:**

DATE: April 17/1998


HERMAN T. GUERRERO
(Contracting Officer)

3. **CONTRACTOR:**

DATE: April 17/98


CONTRACTOR

4. **ATTORNEY GENERAL:**

I hereby certify that this Agreement has been numbered, reviewed and approved as to form and legal capacity.

DATE: 4/21/95

Henry Wigglesworth
RICHARD WEIL
FOR ATTORNEY GENERAL

5. **DEPARTMENT OF FINANCE:**

I hereby certify that there are sufficient funds available in Account No. 1594-6219 for the execution of this Agreement.

DATE: 4/28/95

Maria D. Cabrera
MARIA D. CABRERA
SECRETARY OF FINANCE

Documentation. The Contractor agrees to provide the Committee if it requests with reasonable documentation for all hourly charges and all out-of-pocket expenses for which reimbursement is sought.