

**PROPOSAL TO PROVIDE
INDEPENDENT AUDITING SERVICES FOR**

**RFP NO. 2018-02 REQUEST FOR PROPOSAL
INDEPENDENT AUDITING SERVICES
TOWN OF MIAMI LAKES, FLORIDA**



**FOR THE YEARS ENDING SEPTEMBER 30, 2017, 2018 AND 2019
PART A – TECHNICAL RESPONSE**



Contact Person:

Mariano J. Rodriguez, CPA
Rodriguez, Trueba & Co., C.P.A., P.A.

mrodriguez@rtc-cpa.com

305-593-2644 ext. 108



**RFP NO. 2018-02
RFP OUTLINE**

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October 24, 2017

Office of the Town Manager, Alex Rey
6601 Main Street
Miami Lakes, Florida 33014

Dear Honorable Members of the Audit Selection Committee:

We are pleased to have this opportunity to present the qualifications of Rodriguez, Trueba & Company, CPA, P.A., ("RT&C") to serve as the independent auditor of the Town of Miami Lakes, Florida (the "Town"). We will meet all terms and requirements described in the Town's request for proposal, and our proposal represents a firm offer for a three year contract period, with the option in favor of the Town to renew for two additional one year terms not to exceed a total contract term of five years. The Town's audit is a significant engagement demanding professional resources, requiring knowledge and expertise serving similar entities. Our team understands the services as outlined in your request for qualifications and is committed to rendering all of these services within the required time frame. Selecting RT&C will provide the Town a number of important advantages.

Stability, Longevity and Capability in Serving Government Entities – RT&C has a history of providing quality professional services to an impressive list of governmental clients in Florida, including Florida Counties and Cities. Our ability to leverage knowledge from our industry databases and the relevant expertise of our team members puts us in the position to hit the ground running.

Committed to Serving Government Entities – Our audit team's vast experience in audits of other prominent governmental entities, gives our firm an in-depth understanding of the Town of Miami Lakes service needs and expectations.

Seamless Transition – The RT&C team is aware that a smooth transition of auditors requires a team that knows your industry, early planning and coordination, and effective and frequent communication.

State-of-the-Art Technology – The impact of RT&C's significant investment in technology are: speed, efficiency, greater accuracy, intensified focus on areas of risk, and a more valuable audit for the Town.

Our Team – Mariano J. Rodriguez, CPA, the contact partner, and Carlos M. Trueba, CPA, the audit engagement partner, share significant experience in reporting for governmental entities. Gerardo Donates, CPA, the engagement manager, has delivered timely and professional services to similar engagements during the past 12 years. RT&C is a professional accounting firm with its home office located in the heart of Doral and its secondary office in Miami Lakes, and more importantly has over 30 years of experience and involvement in South Florida's business community and governments.

We can assure that you will not be disappointed. We have the experience and focus to provide responsive, cost-effective services and bring additional value to offset the cost of the audit. As coordinating partner, I will be the authorized person to make representations for the firm, and I am available for any questions. We look forward to discussing how our team can work together with you to help the Town continue to flourish well into the future.

Sincerely,


Mariano J. Rodriguez, CPA
Rodriguez, Trueba & Co., CPA, PA



RFP NO. 2018-02

Section 1

Company Profile & Declaration



Company Profile and Declaration

Solicitation Name: Request for Proposals - Independent Auditing Services

Solicitation Number: RFP NO. 2018-02

Submitted By: Rodriguez, Trueba & Co., C.P.A., P.A.
 (Respondent Firms' Legal Name)

(Respondent D/B/A Name, if used for this Project)

Mariano J. Rodriguez, CPA

(Name and Title of Officer Signing the Submittal for the Respondent)

President

(Contact Name, if different from Officer)

(Street Address)

1985 NW 88th CT., Suite 101 // 8040 NW 155th ST., Suite 206

(City/State/Zip Code)

Doral, FL 33172 // Miami Lakes, 305-593-2644

(Email Address) (Phone Number)

Declaration

I, Mariano J. Rodriguez, CPA hereby declare that I am the
 Print Name

President of Rodriguez, Trueba & Co., PA
 Title Name of Company

the ("Respondent") submitting the Company Profile and Declaration, and that I am duly authorized to sign this Company Profile and Declaration on behalf of the above-named company; and that all information in this Company Profile and Declaration and other information and documents submitted in response to this RFP are, to the best of my knowledge, true, accurate, and complete as of the submission date.



The Respondent further certifies as follows:

1. This Company Profile and Declaration is submitted as part of the Respondent's submittal ("Submittal") in response to the above stated RFP issued by the Town of Miami Lakes;
2. Respondent has carefully examined all the documents contained in the RFP and understands all instructions, requirements, specifications, terms and conditions, and hereby offers and proposes to furnish the products and/or services described herein at the prices, fees and/or rates quoted in the Respondent's Submittal, and in accordance with the requirements, specifications, terms and conditions, and any other requirements of the RFP Documents;
3. This Submittal is a valid and irrevocable offer that will not be revoked and shall remain open for the Town's acceptance for a minimum of 120 days from the date Submittals are due to the Town, to allow for evaluation, selection, negotiation, and any unforeseen delays, and Respondent acknowledges that if its Submittal is accepted, Respondent is bound by all statements, representations, warranties, and guarantees made in its Submittal, including but not limited to, representation to price, fees, and/or rates, performance and financial terms;
4. Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements under this RFP;
5. Respondent is in full compliance with all applicable Federal, State, and local laws, rules, regulations and ordinances governing its business practices;
6. All statements, information and representations prepared and submitted in response to the RFP are current, complete, true, and accurate. Respondent acknowledges that the Town will rely on such statements, information, and representations in selecting a Respondent, and hereby grants the Town permission to contact any persons identify in this RFP to independently verify the information provided in the Submittal;
7. Submission of a Submittal indicates the Respondent's acceptance of the evaluation criteria and technique and the Respondent's recognition that some subjective judgments may be made by the Town as part of the evaluation process;
8. No attempt has or will be made by the Respondent to induce any other person or firm to not submit a response to this RFP;
9. No personnel currently employed by the Town participated, directly or indirectly, in any activities related to the preparation of the Respondent's Submittal;
10. Respondent has had no contact with Town personnel regarding the RFP, the Project or evaluation of Submittals in response to this RFP. If contact has occurred, except as permitted under the Cone of Silence, so state and include a statement identifying in detail the nature and extent of such contacts and personnel involved;
11. The pricing, rates or fees proposed by the Respondent have been arrived at independently, without consultation, communication, or agreement, for the purpose of restriction of competition, as to any other Respondent or competitor; and unless otherwise required by law, the prices quoted have not been disclosed by the Respondent prior to submission of the Submittal, either directly or indirectly, to any other Respondent or competitor;



- 12. Respondent has reviewed a copy of the Contract, included as an Exhibit to the RFP; and
- 13. Respondent is not currently disqualified, de-listed or debarred from doing business with any public entity, including federal, state, county or local public entities, or if so, Respondent has provided a detailed explanation of such disqualification, de-listing or debarment, including the reasons and timeframe.

This declaration was executed in Miami-Dade County, State of Florida on 20 17.

Mariano J. Rodriguez, CPA
Signature

Mariano J. Rodriguez, CPA
Print Name

Subscribed and sworn to before me this 24th day of OCT, 20 17.

Cam H
Signature

Ana M. Hernandez
Print Name



(Notary Seal/Stamp)



RFP NO. 2018-02

Section 2

Company Qualification Questionnaire



Company Qualification Questionnaire

Some responses may require the inclusion of separate attachments. Separate attachments should be as concise as possible, while including the requested information. In no event should the total page count of all attachments to this Form exceed five (5) pages. Some Information may not be applicable, in such instances insert "N/A".

1. How many years has your company been in business under its current name and ownership?

24

a. Professional Licenses/Certifications (include name and license #)*	Issuance Date
Local Business Tax Miami-Dade County - License 1804963	07/12/17
Local Business Tax Town of Miami Lakes - License BTR2018-1143	08/04/17
Local Business Tax City of Doral - License 2018000400	09/01/17

(*include active certifications of small or disadvantage business & name of certifying entity)

2. Type of Company: Individual Partnership Corporation LLC Other

If other, please describe the type of company: S-Corp

- a. FEIN/EIN Number: 59-2738713
- b. Dept. of Business Professional Regulation Category (DBPR): _____
 - i. Date Licensed by DBPR: 10/13/2015
 - ii. License Number: AD0016004
- c. Date registered to conduct business in the State of Florida: _____
 - i. Date filed: 11/19/1986
 - ii. Document Number: M41909
- d. Primary Office Location: 1985 NW 88th Court, Suite 101, Doral, FL 33172
- e. What is your primary business? Public Accounting & Audit
(This answer should be specific)



f. Name of Qualifier, license number, and relationship to company:

Rodriguez, Trueba & Co., CPA, PA - License AD0016004

g. Names of previous Qualifiers during the past five (5) years including, license numbers, relationship to company and years as qualifier for the company:

N/A

h. Name and Licenses of any prior companies

Name of Company	License Name & No.	Issuance Date
N/A		

3. Company Ownership

a. Identify all owners or partners of the company:

Name	Title	% of ownership
Mariano J. Rodriguez	President	40
Carlos M. Trueba	VP	40
Jarnette G. Rodriguez	Director	10
Juan C. Gonzalez	Director	10

b. Is any owner identified above an owner in another company? Yes No

If yes, identify the name of the owner, other company names, and % ownership

See page 7 Section 2.4C



RFP NO. 2018-02

COMPANY QUALIFICATION QUESTIONNAIRE

Section 2.4C Number of Trades Personnel and Total per Classification

Owner Name	Other Company Name	% of Ownership
Mariano J. Rodriguez, CPA	RT&C Financial Services, Inc.	25
Carlos M. Trueba, CPA	RT&C Financial Services, Inc.	25
Juan C. Gonzalez, CPA	RT&C Financial Services, Inc.	25
Jarnette G. Rodriguez, CPA	RT&C Financial Services, Inc.	25
Mariano J. Rodriguez, CPA	RT&C Holdings, Inc.	50
Carlos M. Trueba, CPA	RT&C Holdings, Inc.	50



c. Identify all individuals authorized to sign for the company, indicating the level of their authority (check applicable boxes and for other provide specific levels of authority)

Name	Title	Signatory Authority			
		All	Cost	No-Cost	Other
Mariano J. Rodriguez	President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carlos M. Trueba	VP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juan C. Gonzalez	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jarnette G. Rodriguez	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation for Other: _____

4. Employee Information

- a. Total No. of Employees: 23
- b. Total No. of Managerial/Admin. Employees: 4
- c. Number of Trades Personnel and total number per classification:
(Apprentices must be listed separately for each classification)

Trades Personnel 19

 4 Owner Partners, 2 Tax Managers, 2 Audit Managers, 7 Tax Staff, 4 Audit Staff

5. Employer Modification Rating: _____

6. Insurance & Bond Information:

- a. Insurance Carrier name & address:
The Hartford - 3600 Wiseman Blvd., San Antonio, TX 78251



b. Insurance Contact Name, telephone, & e-mail:

Phone: 877-287-1316

c. Insurance Experience Modification Rating (EMR): _____
(if no EMR rating please explain why)

d. Number of Insurance Claims paid out in last 5 years & value: none

7. Have any lawsuits been file against your company in the past 5 years? Yes No

If yes, in a separate attachment, identify each lawsuit and its current disposition. For each lawsuit provide its case number, venue, the year the suit was filed, the basis for the claim or judgment, its current disposition and, if applicable, the settlement unless the value of the settlement is covered by a written confidentiality agreement.

8. To the best of your knowledge, is your company or any officers of your company currently under investigation by any law enforcement agency or public entity. Yes No

If yes, in a separate attachment, provide details including the identity of the officer and the nature of the investigation.

9. Have any Key Staff or Principals (including stockholders with over 10% ownership) of the company been convicted by a Federal, State, County or Municipal Court of or do any Key Staff or Principals have any pending violations of law, other than traffic violations? Yes No

If yes, in a separate attachment, provide an explanation of any convictions or pending action including the name of the Key Staff member or Principal involved and the nature of the offense.

10. Has your company been assessed liquidated damages or defaulted on a project in the past five (5) years? Yes No

If yes, in a separate attachment provide an explanation including the name of the project, the circumstances of default or assessed damages, and the ultimate disposition of the issue.

11. Has the Proposer or any of its principals failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? Yes No

If yes, in a separate attachment provide an explanation including the year, the name of the awarding agency, and the circumstances leading to default.

12. Has the proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Yes No



If yes, in a separate attachment provide the date, court jurisdiction, action taken, and any other explanation deemed necessary.

13. In a separate attachment, provide a list of all desk reviews of field reviews performed by Federal or State agencies within the past five (5) years including information on the result of each review, the review's current status, and whether any disciplinary action has been taken against the Proposer as a result of these reviews. None

14. In the space below, describe any other experience, not covered by any of the stated submittal requirements of the RFP, related to the Services to be performed under the Contract that Proposer believes is unique to its organization and would benefit the Town.

Rodriguez, Trueba and Company is the only proposer that has a vested and long standing interest in the Town of Miami Lakes. Two of the firms partners, Mariano Rodriguez and Juan Carlos Gonzalez, are residents of Miami Lakes and have been for more than 30 and 20 years, respectively. Mr. Rodriguez and Mr. Gonzalez both bought their first homes in Miami Lakes and have raised their families there while being active and prominent members of their community. Rodriguez Trueba and Company has also had an office in Miami Lakes since 2003.

Mr. Rodriguez and Mr. Gonzalez will bring a unique perspective to the audit of Miami Lakes since they have extensive knowledge about the Town's history, its strengths, its weaknesses, and it's political, economical and financial challanges. The combination of their professional expertise, personal stake in the community and and ample knowledge of the Town will allow RT&C to plan, perform and deliver a more efficient and effective audit than any other vendor.

By signing below, Proposer certifies that the information contained herein is complete and accurate to the best of Proposer's knowledge.

By: Mariano J. Rodriguez, CPA
Signature of Authorized Officer

10/24/17
Date

Mariano J. Rodriguez, CPA
Printed Name

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

1804963

BUSINESS NAME/LOCATION
 RODRIGUEZ TRUEBA & COMPANY CPA PA
 1985 NW 88 CT 101
 DORAL FL 33172

RECEIPT NO.
RENEWAL
 1804963



EXPIRES
SEPTEMBER 30, 2018

Must be displayed at place of business
 Pursuant to County Code
 Chapter 8A - Art. 9 & 10

OWNER
 RODRIGUEZ TRUEBA & COMPANY CPA PB12 P.A.-CORP/PARTNERSHIP/FIRM

SEC. TYPE OF BUSINESS

**PAYMENT RECEIVED
 BY TAX COLLECTOR**
 \$45.00 07/12/2017
 CHECK21-17-060751

Employee(s) 1

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276

For more information, visit www.miamidade.gov/taxcollector

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

2231652

BUSINESS NAME/LOCATION
 RODRIGUEZ MARIANO CPA
 1985 NW 88 CT 101
 DORAL FL 33172

RECEIPT NO.
RENEWAL
 2346583



EXPIRES
SEPTEMBER 30, 2018

Must be displayed at place of business
 Pursuant to County Code
 Chapter 8A - Art. 9 & 10

OWNER
 RODRIGUEZ MARIANO CPA

SEC. TYPE OF BUSINESS
 212 PROFESSIONAL
 ACC010134

**PAYMENT RECEIVED
 BY TAX COLLECTOR**
 \$60.00 07/12/2017
 CHECK21-17-060730

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

1383884

BUSINESS NAME/LOCATION
 TRUEBA CARLOS M CPA
 1985 NW 88 CT 101
 DORAL FL 33172

RECEIPT NO.
RENEWAL
 1383884



EXPIRES
SEPTEMBER 30, 2018

Must be displayed at place of business
 Pursuant to County Code
 Chapter 8A - Art. 9 & 10

OWNER
 TRUEBA CARLOS M CPA

SEC. TYPE OF BUSINESS
 212 PROFESSIONAL
 AC8332

**PAYMENT RECEIVED
 BY TAX COLLECTOR**
 \$60.00 07/12/2017
 CHECK21-17-060787

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

2018006417

2017-2018 LOCAL BUSINESS TAX RECEIPT

CITY OF DORAL, FLORIDA
8401 Northwest 52nd Terrace
Doral, Florida 33166
(954) 583-6631

MACHINES
SEATS
STATE LIC. F.
EMPLOYEES
LICENSE FEE \$60.00

212ASS PAJ CORP/PARTNERSHIP/FIRM

City of Doral, Florida - 2017-2018 Local Business Tax
City of Doral - 2017-2018 Local Business Tax
City of Doral - 2017-2018 Local Business Tax

Business Name: RODRIGUEZ TRUEBA & COMPANY CPA

DBA 1985 NW 88 CT UNIT 202
DORAL, FL 33172

Address

Comments

OFFICE USE ONLY. DRY USE ONLY. NO OUTSIDE DISPLAYS

Chief Accounting Officer

8401 NW 52nd Terrace, Doral, Florida 33166 • www.cityofdoral.com • 305-583-6631 • Fax 305-583-6610

2018000402

2017-2018 LOCAL BUSINESS TAX RECEIPT

CITY OF DORAL, FLORIDA
8401 Northwest 52nd Terrace
Doral, Florida 33166
(954) 583-6631

MACHINES
SEATS
STATE LIC. F.
EMPLOYEES
LICENSE FEE \$100.00

212CPA CPA - CERTIFIED PUBLIC ACCOUNTANT

City of Doral, Florida - 2017-2018 Local Business Tax
City of Doral - 2017-2018 Local Business Tax
City of Doral - 2017-2018 Local Business Tax

Business Name: RODRIGUEZ MARIANO CPA

DBA RODRIGUEZ TRUEBA & COMPANY CPA PA
1985 NW 88 CT UNIT 101
DORAL, FL 33172

Address

Comments

Chief Accounting Officer

8401 NW 52nd Terrace, Doral, Florida 33166 • www.cityofdoral.com • 305-583-6631 • Fax 305-583-6610

2018000401

2017-2018 LOCAL BUSINESS TAX RECEIPT

CITY OF DORAL, FLORIDA
8401 Northwest 52nd Terrace
Doral, Florida 33166
(954) 583-6631

MACHINES
SEATS
STATE LIC. F.
EMPLOYEES
LICENSE FEE \$100.00

212CPA CPA - CERTIFIED PUBLIC ACCOUNTANT

City of Doral, Florida - 2017-2018 Local Business Tax
City of Doral - 2017-2018 Local Business Tax
City of Doral - 2017-2018 Local Business Tax

Business Name: TRUEBA CARLOS M CPA

DBA RODRIGUEZ TRUEBA & COMPANY CPA PA
1985 NW 88 CT SUITE 101
DORAL, FL 33172

Address

Comments

Chief Accounting Officer

8401 NW 52nd Terrace, Doral, Florida 33166 • www.cityofdoral.com • 305-583-6631 • Fax 305-583-6610



6601 Main Street
 Miami Lakes, FL 33016
 (305) 512-7132

Town of Miami Lakes Business Tax Receipt

Address of Licensee:

RODRIGUEZ, TRUEBA & CO., C.P.A., P.A.
 8040 NW 155 ST
 MIAMI LAKES, FL 33016

License Effective:

From: 08/04/2017
 To: 09/30/2018

Licensees:

MARIANO RODRIGUEZ (305) 779-1120

License Categories:

ACCOUNTANT

ADMINISTRATIVE OFFICE	\$30.00
ACCOUNTANT	\$30.00

LICENSE NO. BTR2018-1143

TOTAL FEE PAID: \$60.00

CERTIFICATE OF USE:

08/04/2017

Date of Issue

This license MUST BE DISPLAYED IN A CONSPICUOUS PLACE IN YOUR BUSINESS ESTABLISHMENT. The Town of Miami Lakes must be notified of any changes of use, address or ownership. This License is not transferrable and is subject to revocation.

This License must be renewed on or before September 30 of each year.



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY
240 NW 76TH DRIVE, SUITE A
GAINESVILLE FL 32607

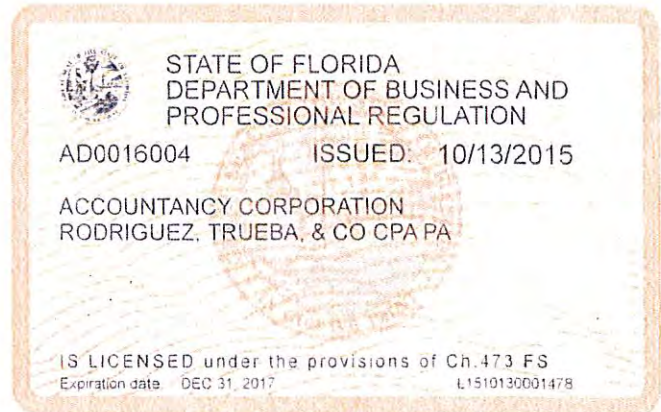
(850) 487-1395

RODRIGUEZ, TRUEBA, & CO CPA PA
1985 NW 88TH COURT, STE 101
DORAL FL 33172

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER
AD0016004

The ACCOUNTANCY CORPORATION
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2017



RODRIGUEZ, TRUEBA, & CO CPA PA
1985 NW 88TH COURT, STE 101
DORAL FL 33172





RFP NO. 2018-02

Section 3

Financial Stability of Proposer

Flamingo

Insurance Agency, Inc.

October 17, 2017

Mr. Carlos M. Trueba
Rodriguez, Trueba & Co., PA
1985 NW 88th Court, Suite 101
Doral, FL 33172

Dear Mr. Trueba:

We are your insurance agent and you are insured with us for the following policies:

- Commercial General Liability coverage for \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate
- Automobile Liability – Hired & Non-Owned Autos coverage for \$1,000,000 Combined Single Limit
- Umbrella coverage for \$3,000,000

Rodriguez, Trueba & Company is capable of meeting the insurance requirements described in the accompanying EXHIBIT A for the proposal to audit the Town of Miami Lakes. If you have any questions, please feel free to contact me.

Sincerely,



Nelly Sardiña
Vice President

E-mail: nsardina@flamingoinsurance.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

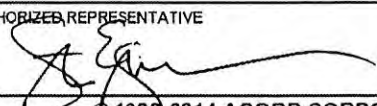
PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: Lockton Affinity, LLC PHONE (A/C, No, Ext): 866-386-2544 E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Admiral Insurance Company	NAIC # 24856
INSURED Rodriguez, Trueba & Company CPA 1985 NW 88 Court # 101 Miami, FL 33172	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LCC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made Policy			1506941	11/01/2016	11/01/2017	Each Claim Limit \$1,000,000 Aggregate Limit \$1,000,000 Deductible \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Proof of Coverage 1299300	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AUTOMATIC DATA PROCESSING INS AGCY 250717 P: F: PO BOX 33015 SAN ANTONIO TX 78265	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td style="width: 80%;">INSURER A: Twin City Fire Ins Co</td> <td style="text-align: right;">NAIC# 29459</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		INSURER A: Twin City Fire Ins Co	NAIC# 29459	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
CONTACT NAME:																					
PHONE (A/C, No, Ext):	FAX (A/C, No):																				
E-MAIL ADDRESS:																					
INSURER(S) AFFORDING COVERAGE																					
INSURER A: Twin City Fire Ins Co	NAIC# 29459																				
INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED RODRIGUEZ, TRUEBA & CO., C.P.A 1985 NW 88TH CT STE 101 MIAMI FL 33172																					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WLD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		76 WEG TN9426	01/01/2017	01/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE- EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER Proof of coverage	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan S. Castaneda</i>
--	---



RFP NO. 2018-02

Section 4

Experience of the Proposer



Project Data Sheet

(A separate data sheet is to be used for each audit)

1. Client Name: City of Doral
2. Type of Entity: Public Private
3. Client Address: 8401 NW 53 Terrace, Doral, FL 33166
4. Contact Person: Matilda Menendez
5. Contact Email: matilde.menendez@cityofdoral.com
6. Contact Phone: 305-593-6725 ext 4000
7. Description/Scope of Work:
Single Audit, Governmental Audit, CAFR, Consulting
8. Total Value of Contract: \$ 265,000 Multiple Fund Sources: Yes No
9. Term of Contract: 2015-2019 Renewal Years Included: Yes No
10. Renewal Years Exercised: Yes No Is the Contract still ongoing: Yes No
11. Proposer's Office Location that Provided the Services: 1985 NW 88th Court, Suite 101, Doral, FL 33172
12. Did any of Proposer's Key Staff perform work under the Contract: Yes No
If yes, please specify which Key Staff:
Carlos Trueba, Gerardo Donates, Frances Cabrera
13. How many bid/proposal submissions did the client receive for the project? 5
14. How is this project similar to the Town's project?
The same as it relates to governmental audit, single audit, data processing, CAFR and related requirements

By signing below, Proposer certifies that the information contained herein is complete and accurate to the best of Proposer's knowledge.

By: Mariano J. Rodriguez, CPA
Signature of Authorized Officer

10/24/17
Date

Mariano J. Rodriguez, CPA
Printed Name



Project Data Sheet

(A separate data sheet is to be used for each audit)

1. Client Name: City of West Miami
2. Type of Entity: Public Private
3. Client Address: 501 SW 62 Avenue, Miami, FL 33144
4. Contact Person: Yolanda Aguilar
5. Contact Email: YolandaAguilar@cityofwestmiami.com
6. Contact Phone: 305-266-1122
7. Description/Scope of Work:
Governmental Audit, Single Audit, Preparation of Financial Statements and Consulting
8. Total Value of Contract: \$ 900,000 Multiple Fund Sources: Yes No
9. Term of Contract: 1996-2022 Renewal Years Included: Yes No
10. Renewal Years Exercised: Yes No Is the Contract still ongoing: Yes No
11. Proposer's Office Location that Provided the Services: 1985 NW 88th Court, Suite 101, Doral, FL 33172
12. Did any of Proposer's Key Staff perform work under the Contract: Yes No
If yes, please specify which Key Staff:
Carlos Trueba, Gerardo Donates, Aimee Gonzalez
13. How many bid/proposal submissions did the client receive for the project? _____
14. How is this project similar to the Town's project?
Same as it relates to governmental audit, single audit and basic financial statements.

By signing below, Proposer certifies that the information contained herein is complete and accurate to the best of Proposer's knowledge.

By: Mariano J. Rodriguez, CPA
Signature of Authorized Officer

10/24/17
Date

Mariano J. Rodriguez, CPA
Printed Name



October 18, 2017

Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014

Re: Rodriguez, Trueba & Co., PA

To whom it may concern:

Rodriguez, Trueba and Co., CPA PA completed their audit of our Comprehensive Annual Financial Report and Single Audit for the fiscal years ended September 30, 2016 and 2015. They are currently contracted for the next three years.

The audits performed were completed on time. The personnel assigned were both efficient and competent. They have provided the needed audit support throughout the year.

Please let me know if you have any questions or need additional information.

Sincerely,

Matilde Menendez, CPA, CGMA
Finance Director
City of Doral



YOLANDA AGUILAR
City Manager

October 23, 2017

Town of Miami Lakes

Attention: Honorable Mayor, City Commissioners, and Town Manager

This letter shall serve to certify that Rodriguez, Trueba, and Company has been employed by the City of West Miami as our Independent Audit firm and financial services consultant for over 20 years.

Rodriguez, Trueba, and Company render professional and personalized service to our municipality and aside from the routine yearly Independent Audit they avail themselves to the City for general consultations on matters that deal with finances and audit by other agencies.


The City is extremely pleased with the service that Rodriguez, Trueba, and Company performs. We have developed a great working relationship with Rodriguez, Trueba, and Company and their audit team.

It is without hesitation that this office highly recommends Rodriguez, Trueba, and Company, CPA.

Should you have any further questions regarding the services performed by Rodriguez, Trueba, and Company, please feel free to contact my office.

I trust that this information is of assistance to you during your selection process.

Sincerely,


Yolanda Aguilar
City Manager
City of West Miami

CITY OF WEST MIAMI

901 S.W. 62nd Avenue • West Miami, FL 33144 • Phone: (305) 266-1122 • Fax: (305) 261-9914

E-mail: cwmyaguilar@bellsouth.net



Members of
American Institute of CPAs
• Center for Audit Quality
• Employee Benefit Plan Audit Quality Center
• Governmental Audit Quality Center
• Private Companies Practice Section
• Tax Division
Florida Institute of CPAs

Harrison Executive Centre
1900 Harrison Street
Suite 308
Hollywood, FL 33020
Telephone (954) 922-8866
Fax (954) 922-8864
www.infantecopa.com

Report on the Firm's System Quality Control

May 30, 2017

To the Partners of
Rodriquez, Trueba & Co., C.P.A., P.A.
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Rodriquez, Trueba & Co., C.P.A., P.A. (the firm) in effect for the year ended December 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rodriguez, Trueba & Co., C.P.A., P.A. in effect for the year ended December 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rodriguez, Trueba & Co., C.P.A., P.A. has received a peer review rating of *pass*.



Infante & Company



FICPA Peer Review Program
Administered in Florida by the
Florida Institute of CPAs



AICPA Peer Review Program
Administered in Florida by the
Florida Institute of CPAs

September 08, 2017

Mariano Rodriguez
Rodriguez, Trueba & Co., P. A.
1985 NW 88th CT Ste 101
Doral, FL 33172-2648 2648

Dear Mariano Rodriguez:

It is my pleasure to notify you that on September 08, 2017, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is June 30, 2020. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation and support of the profession's practice-monitoring programs.

Sincerely,

Robert LaPlant
Chair, Florida Institute of CPAs Peer Review Committee
rel@laplantrainey.com (813)229-2090
Florida Institute of CPAs

CC: A Infante, Carlos Trueba

Firm Number: 900001103521

Review Number: 525396



October 18, 2017

Re: Carlos Trueba
AICPA Account Number: 01080620

Dear Violeta,

This letter is to confirm Carlos Trueba is an active Regular Member of the AICPA. Carlos has a member in good standing since August 31, 1980.

A member in good standing is an individual who has not been suspended or terminated because of disciplinary reasons. Disciplinary activities are published in the AICPA periodical, *The CPA Letter*.*

Thank you for allowing us to be of service. Please let us know if we may be of further assistance.

Regards,

A handwritten signature in black ink that reads "Peg McIntyre". The signature is written in a cursive, flowing style.

Peg McIntyre, CAE
Vice President, Membership
AICPA Member Service

Member Service: 888.777.7077, 9am-6pm ET, Monday-Friday; or service@aicpa.org
Thank you for your continued support.

**Please note that membership in the AICPA is not verification of CPA certification.*



October 18, 2017

Re: Jarnette Rodriguez
AICPA Account Number: 01641809

Dear Violeta,

This letter is to confirm Jarnette Rodriguez is an active Regular Member of the AICPA. Jarnette has been a member in good standing since Aug 31, 1998.

A member in good standing is an individual who has not been suspended or terminated because of disciplinary reasons. Disciplinary activities are published in the AICPA periodical, *The CPA Letter*.^{*}

Thank you for allowing us to be of service. Please let us know if we may be of further assistance.

Regards,

A handwritten signature in black ink that reads "Peg McIntyre". The signature is written in a cursive, flowing style.

Peg McIntyre, CAE
Vice President, Membership
AICPA Member Service

Member Service: 888.777.7077, 9am-6pm ET, Monday-Friday; or service@aicpa.org
Thank you for your continued support.

**Please note that membership in the AICPA is not verification of CPA certification.*



FLORIDA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

325 WEST COLLEGE AVENUE • P.O. BOX 5437 • TALLAHASSEE, FLORIDA 32314
TELEPHONE (850) 224-2727 • FAX (850) 222-8190

October 19, 2017

Carlos M. Trueba
Rodriguez, Trueba & Co, PA
1985 NW 88th Ct Ste 101
Miami, FL. 33172-2648

Dear Mr. Trueba,

Thank you for contacting us about the status of your membership. The Florida Institute of CPAs (FICPA) is always available for any questions you have about your membership or any programs or services we offer.

Our records show that you have been a continuous FICPA Member in good standing with the FICPA since April 28, 1980. We look forward to your continued support of the FICPA!

Our Member Service Center is always just a phone call away. If you should have additional questions or we can be of further service, please don't hesitate to call (800) 342-3197.

Kind regards,

Erica Carroll

Erica Carroll
carrolle@ficpa.org
1.800.342.3197 x386
Membership Services Representative



FLORIDA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

325 WEST COLLEGE AVENUE • P.O. BOX 5437 • TALLAHASSEE, FLORIDA 32314
TELEPHONE (850) 224-2727 • FAX (850) 222-8190

October 19, 2017

Jarnette Rodriguez
Rodriguez, Trueba & Co, PA
1985 NW 88th Ct Ste 101
Miami, FL. 33172-2648

Dear Ms. Rodriguez,

Thank you for contacting us about the status of your membership. The Florida Institute of CPAs (FICPA) is always available for any questions you have about your membership or any programs or services we offer.

Our records show that you have been a continuous FICPA Member in good standing with the FICPA since February 18, 2005. We look forward to your continued support of the FICPA!

Our Member Service Center is always just a phone call away. If you should have additional questions or we can be of further service, please don't hesitate to call (800) 342-3197.

Kind regards,

Erica Carroll

Erica Carroll
carrolle@ficpa.org
1.800.342.3197 x386
Membership Services Representative



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

To Whom It May Concern:

This letter is to acknowledge that Ms. Jarnette Rodriguez has been an associate member of the Government Finance Officers Association of the United States and Canada since September 2002. Jarnette Rodriguez is in good standing and her membership is paid through 8/31/2018.

If any additional information is needed, please let me know.

Thank You,

Erica Huddle

Member Services Coordinator | Finance and Administration

Government Finance Officers Association



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

To Whom It May Concern:

This letter is to acknowledge that Mr. Gerardo Donates has been an associate member of the Government Finance Officers Association of the United States and Canada since October, 2015. Gerardo Donates is in good standing and his membership is paid through 9/30/2018.

If any additional information is needed, please let me know.

Thank You,

Erica Huddle

Member Services Coordinator | Finance and Administration

Government Finance Officers Association



RFP NO. 2018-02

Section 5

Proposer's Team & Key Staff



**Proposer's Team & Key Staff
Key Staff Table**

1. Proposer shall complete the following chart with its proposed Key Staff. If additional space is required, use a duplicate page and attach to this form.

Name	Job Title	Years of Audit Experience	Years of Government Audit Experience	Years with Proposer	In Compliance with GAGAS CPE Requirements? (yes/no)	Licenses & Certifications
Mariano J. Rodriguez	Contact Partner	30+	25+	30+	Yes	AC0010194
Carlos M. Trueba	Engagement Partner	30+	30+	30+	Yes	AC0008332
Jarnette G. Rodriguez	Concurring Review Partner	20+	20+	20+	Yes	AC37483
Gerardo J. Donates	Audit Manager	13	13	10+	Yes	AC42236
Aimee Gonzalez	Audit Supervisor	10+	8	10+	Yes	
Frances Cabrera	Senior Auditor	3	3	3	Yes	AC51189



- In the space below, explain the Proposer's ability and resources to substitute personnel with equal or higher qualifications than the Key Staff they will substitute for, where substitution is required due to attrition, turnover, or specific request from the Town.

In addition to the team and key personnel as listed, the firm has at a minimum three additional personnel which will be available to substitute as required or requested. These additional personnel have governmental auditing experience ranging from five to ten years.

- In the chart below, provide the requested information for each Key Staff member's audit engagement commitments that will exist concurrently with the Town's Audit Periods.

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement
		All did not fit see page 89.		

By signing below, Proposer certifies that the information contained herein is complete and accurate to the best of Proposer's knowledge.

By: Mariano J. Rodriguez, CPA
Signature of Authorized Officer

10/24/17
Date

Mariano J. Rodriguez, CPA
Printed Name



RFP NO. 2018-02

PROPOSER'S TEAM & KEY STAFF
FORM KS

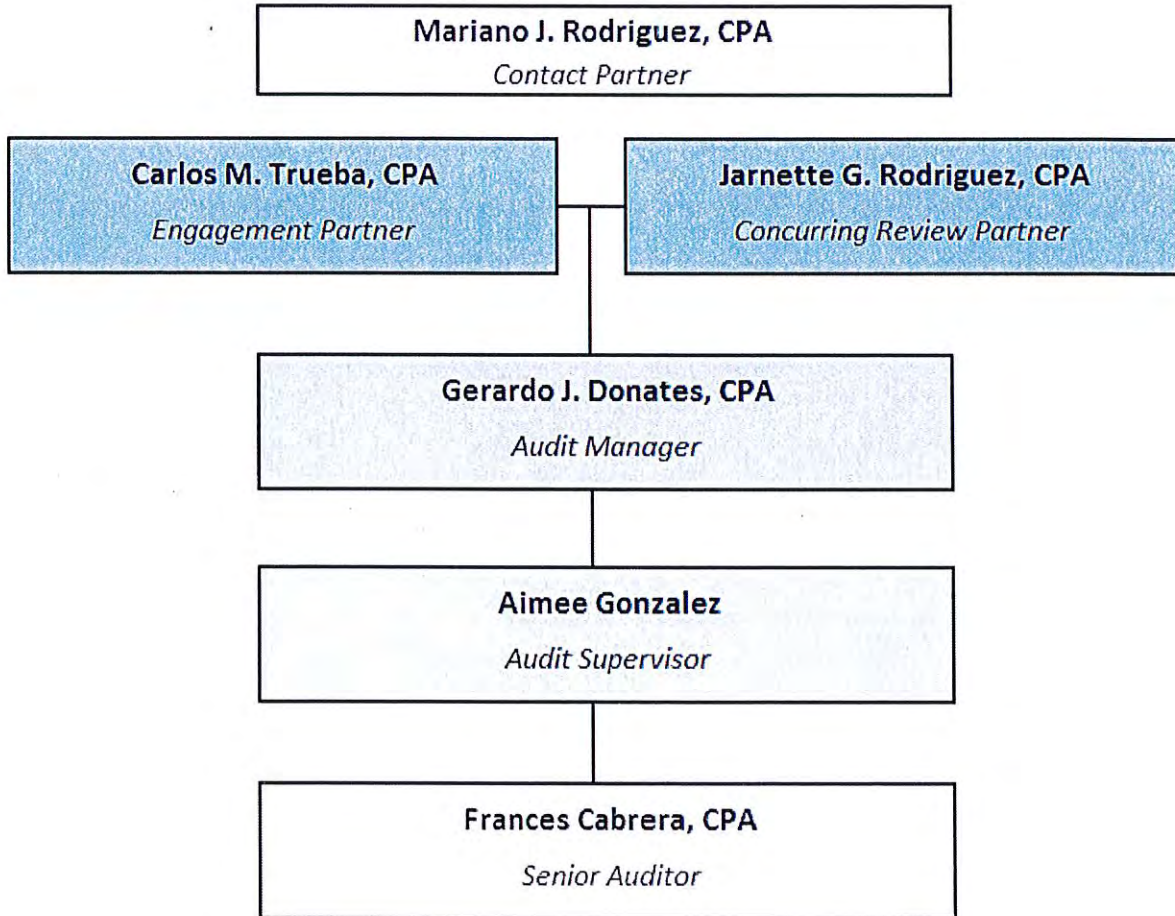
Section 5.A – 3 Commitment Chart

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement
Mariano J. Rodriguez, CPA	Engagement / audit reports	20	Wantman Group, Inc.	FYE 12/31/17
Carlos M. Trueba, CPA	Engagement / audit reports	20	City of West Miami	FYE 9/30/17
Carlos M. Trueba, CPA	Engagement / audit reports	20	City of Sweetwater	FYE 9/30/17
Carlos M. Trueba, CPA	Engagement / audit reports	40	Sunshine Gasoline Distributors	FYE 12/31/17
Jarnette G. Rodriguez, CPA	Engagement / audit reports	30	City of Doral	FYE 9/30/17
Gerardo J. Donates, CPA	Planning, supervision and review	30	City of West Miami	FYE 9/30/17
Gerardo J. Donates, CPA	Planning, supervision and review	40	City of Sweetwater	FYE 9/30/17
Gerardo J. Donates, CPA	Planning, supervision and review	40	City of Doral	FYE 9/30/17
Aimee Gonzalez	Planning, supervision and substantive testing	60	City of West Miami	FYE 9/30/17
Aimee Gonzalez	Planning, supervision and substantive testing	50	Sunshine Gasoline Distributors	FYE 12/31/17
Frances Cabrera, CPA	Internal controls and substantive testing	60	City of Doral	FYE 9/30/17
Frances Cabrera, CPA	Substantive testing	30	Wantman Group, Inc.	FYE 12/31/17
Frances Cabrera, CPA	Internal controls and substantive testing	40	Sunshine Gasoline Distributors	FYE 12/31/17



RFP NO. 2018-02
PROPOSER'S TEAM & KEY PERSONNEL

Section 5. B – Organizational Chart





**RFP NO. 2018-02
PROPOSER'S TEAM & KEY STAFF**

Section 5.C – Job Description per Classification

Name and Classification	Job Description
Mariano J. Rodriguez, CPA <i>Contact Partner</i>	Be the contact person and oversee the communication with the Town on behalf of the firm. For experience see resume, page 92.
Carlos M. Trueba, CPA <i>Engagement Partner</i>	Responsible for the engagement and its performance and for the auditor's report that is issued on behalf of the firm. For experience see resume page 93.
Jarnette G. Rodriguez, CPA <i>Concurring Review Partner</i>	Objectively evaluate the significant judgments the engagement team made and conclusion it reached in formulating the auditor's report. For experience see resume, page 94.
Gerardo J. Donates, CPA <i>Audit Manager</i>	Assist the engagement partner in the planning, direction, supervision and performance of the audit engagement in compliance with professional standards, regulatory requirements and firm policies and procedures; and on-site supervision of fieldwork. For experience see resume, page 95.
Aimee Gonzalez <i>Audit Supervisor</i>	Assist the engagement partner and audit manager in planning of engagement, including informing the engagement team of their responsibilities, completing substantive testing and analysis of more complex areas of the audit reviewed work performed by senior auditor and audit staff and preparing management letter comments. For experience see resume, page 96.
Frances Cabrera <i>Senior Auditor</i>	Assist the audit managers in the supervision of staff auditor, completing substantive testing and analysis, directing staff to bring significant accounting and auditing issues arising to the attention of the audit manager and reviewing the work performed by staff to ensure the work is properly completed and documented, the objectives of the procedures were achieved, and the results of the work support the conclusion reached. For experience see resume, page 97.

Mariano J. Rodriguez, CPA

Contact Partner



Education and Certificates

Bachelor's Degree- Florida International University 1979
Certified Public Accountant- 1980

Professional and Business Experience

Rodriguez, Trueba & Co., P.A. 1993 - Present
Pozo & Rodriguez 1989 –1993
Sun Bank, NA (Audit Manager) 1985 – 1987
Coopers & Lybrand, CPA (Audit Supervisor) 1982-1985

Mariano is the partner in charge of tax and business services for all firms' clients. Responsible for firm relations with the Department of Transportation, and for all of the firm's overhead audits. Partner in charge of an international architecture firm with offices in 12 countries around the world and billings in excess of \$100 million. Mariano's areas of expertise are summarized as follows:

- Responsible for tax compliance development of the firm's professional staff. Duties include coordinating sixteen hours of continuing professional education to be provided in-house.
- Extensive experience in overhead audits Reviewing client internal controls over financial reporting, identifying issues, and making recommendations to management.
- Administrative – President and member of firm's executive committee. Responsibilities include the information system of the firm, the servicing of a variety of clients in the area of accounting and taxation, the review of all overhead audits required per Florida statute 14-75 and also responsible for the firm during transition of new business or mergers.
- Thirty (30) years of experience in public accounting, including over twenty five (25) in supervisory positions (manager/principal/partner). Two (2) years as Chief Internal Auditor for a national banking institution, and manager in charge of the ATT divestiture when working for Coopers & Lybrand, CPA, an international accounting firm.

Clients Served

- Arquitectonica – a global entity with offices in over (10) countries
- Miami Dade Transit and Public Works Audits
- Distinct and nationally recognized engineering firms

Professional and Business Affiliations

- Member, American Institute of Certified Public Accountants
- Member, Florida Institute of Certified Public Accountants
- Member, Government Finance Officer Association (GFOA)
- Chartered Bank Auditor



Carlos M Trueba, CPA *Engagement Partner*



Education and Certificates B.S., Florida International University
Certified Public Accountant, Florida 1980

Professional and Business Experience Rodriguez, Trueba & Co., P.A. 1989 - Present
Grau & Co., CPA. 1982 – 1989

Carlos is the firm's state and local government specialist with over 30 years of public accounting experience working with public entities.

He manages the firm's audit practice. Carlos ensures the quality and fiscal compliance of all governmental and non-profit clientele service delivery. In addition, he manages numerous audits encompassing the industries of non-profit/government, transportation, education, architectural, engineering, and healthcare.

Quality Control - Responsible for firm's quality control policies and procedures. Responsibilities include the development and update of the firm's staff quality control policies and procedures related to audit, services and compilation issues responsible for quality review issues.

Consulting experience includes general business and administrative processes leading to performance improvements for small businesses (\$1 to \$50 million in sales) and small local governments (\$5 to \$20 million budget). Additionally, these services also lead to evaluations and recommendations of clients' business practices related to financial as well as operational issues.

Served as a member in the Miami-Dade Public School System Audit Committee. Served as a consultant to the Budget and Audit Committee of the City of Coral Gables. Attended all Committee meetings and Board meetings dealing with Budget and Audit. Worked closely with the Committee Members and the Chief Auditor/Finance Director.

Clients Served

- Miami Dade Water and Sewer
- Miami-Dade County, Florida
- Miami Dade County School Board
- Miami Dade Transit Authority
- Broward County
- Broward County Port Everglades
- City of Miami
- City of Doral
- City of West Miami
- City of Sweetwater
- North Bay Village
- City of South Miami, Florida
- WLRN
- City of Sweetwater Police Retirement Pension Fund
- City of South Miami Police Pension Fund
- Sunshine Gasoline Distributors, Inc. and Affiliates
- State of Florida
- Hygea Health Holdings, LLC
- Interamerican Medical Center Group, LLC

Professional and Business Affiliations

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, Florida Institute of Certified Public Accountants (FICPA)
- Member, Government Finance Officers Association
- Member, State of Florida Board of Pilots Commission
- Former Board Member, Miami-Dade County School Board Audit Committee
- Former Consultant to Audit Committee of the City of Coral Gables, Florida
- Board of Directors, Interamerican Bank
- Former President, Kiwanis Club of Miami Latin



Jarnette Rodriguez, CPA

Concurring Review Partner



Education and Certificates B.S., Florida International University Accounting
Certified Public Accountant, Florida 1997

Professional and Business Experience Rodriguez, Trueba & Co., P.A. 1994 - Present

Jarnette is the firm's concurring partner on all state and local government engagements with over 20 years of public accounting experience working with public and non- public entities.

Jarnette has extensive experience in audits in accordance with professional standards and government auditing standards required under federal regulations and state statutes. She is the partner in charge of numerous audits in the industries of non-profits, employee benefit plans, and architectural and engineering companies. Jarnette has always been in charge of the firm's single audit engagements and was in charge of the Single Audits of the City of Miami and Miami Dade Water Sewer during the firm's engagements as subcontractors.

Professional Development - Responsible for coordinating all accounting and auditing development of professional staff. Duties include coordinating and approving in-house and external continuing professional education relevant to the firm's compliance requirements and client needs.

Clients Served

- Miami Dade Water and Sewer
- Miami-Dade County, Florida
- Miami Dade County School Board
- Broward County
- Broward County Port Everglades
- City of Doral
- City of West Miami
- City of Sweetwater
- North Bay Village
- City of Miami
- City of Sweetwater Police Officers Retirement Fund
- City of South Miami
- Arquitectonica International Corporation
- Allapattah Community Action, Inc.
- Allapattah Community Housing, Inc.
- WLRN
- St Stephens Episcopal School
- Alpha and Omega Church

Professional and Business Affiliations

- Member, American Institute of Certified Public Accountants
- Member, Florida Institute of Certified Public Accountants
- Member, Government Finance Officers Association
- Finance Board, Mother of Christ Catholic Church and School
- Applicant, National Association of Professional Women



Gerry Donates, CPA
Audit Manager



Education and Certificates Master of Accounting - Nova Southeastern University – March 2007
Bachelor of Accounting - University of Florida – May 2002
Certified Public Accountant, Florida 2009

Professional and Business Experience Rodriguez, Trueba & Co., P.A. 2003 - Present

Gerry has over 13 years of public / governmental accounting and auditing experience. Gerry's responsibilities include:

- Management and evaluation of audit staff
- Monitoring and communicating information and guidance on current accounting developments and standards to the audit staff
- Managing the Firm's governmental and commercial engagements
- Assisting partner in planning engagements by assessing risk, performing analytical reviews, creating audit plan documents, and preparing or reviewing of financial statements
- Ascertaining that each engagement is performed in accordance with applicable standards, and that financial statements are in accordance with applicable principles
- Reviewing workpapers and supervising staff
- Identifying significant compliance requirements
- Producing management letters as required or necessary
- Assisting the engagement partner in presenting the financial statements to the entity's governing board as well as conducting exit conferences with management to discuss the results of our audit procedures and communicate findings and/or recommendations

Clients Served

- Miami-Dade County
- Miami-Dade County School Board
- Miami-Dade Transit Authority
- Broward County
- City of Miami
- City of Doral
- City of Sweetwater
- City of West Miami
- City of North Bay Village
- WLRN
- City of Sweetwater Police Retirement Fund

Professional and Business Affiliations

- Member, American Institute of Certified Public Accountants
- Member, Florida Institute of Certified Public Accountants
- Member, Government Finance Officer Association (GFOA)



Aimee Gonzalez
Audit Supervisor



**Education and
Certificates**

Bachelor of Accounting - Florida International University – May 2006
Master of Business Administration – Nova Southeastern University – May 2011

**Professional and
Business Experience**

Rodriguez, Trueba & Co., P.A. 2006 - Present

Aimee is an accounting professional with 10 years of public accounting experience, including 5 years in supervisory positions related to audit engagements of municipalities, not-for-profit organizations, and employee benefit plans. Aimee’s responsibilities include:

- Assist the engagement partner and audit manager in the supervision of staff for multiple audit and review engagements.
- In charge accountant for various clients. Responsible for supervision of staff in areas including bank reconciliations, classification and posting of cash disbursements, maintenance of asset details and depreciation calculations, preparation and posting of journal entries, and preparation of financial statements.
- Audit staff responsibilities include conducting tests of complex audit areas and summarizing results, conducting compliance tests and summarizing results, preparation and analysis of financial statements (compilations and reviews included), reviewing and identifying engagement risks and issues with engagement partner and manager in charge, researching of accounting standards and principles and responsible for reading grant contracts and identifying important compliance issues for discussion with manager in charge
- Current supervisor of various municipal clients, including, The City of West Miami. Aimee also worked on joint venture contracts with international accounting firms for consulting and audit work with Miami Dade County and the Miami Dade County Public School System.

Clients Served

- Miami Dade Transit and Public Works Audits
- City of Doral
- City of West Miami
- Sunshine Gasoline Distributors, Inc.

**Professional and
Business Affiliations**

- Applicant, National Association of Professional Women

Frances Cabrera, CPA

Senior Auditor



Education and Certificates

Master of Accounting – Florida International University – 2015
Bachelor of Science in Accounting – Florida State University – 2014
Certified Public Accountant, Florida 2017

Professional and Business Experience

Rodriguez, Trueba & Co. P.A. 2015 - Present

As Senior Auditor, Frances is responsible for the timely execution and completion of assigned tasks, remaining current and familiar with industry pronouncements, rules, regulations, and assume substantial responsibility for completion of assigned work. She has executed single audits, analytical tests of balance sheets and income/expense accounts as well as account investigation and reconciliation for all major asset classes. Her overall responsibilities include:

- Conducting tests of internal controls and summarizing results
- Conducting compliance tests and summarizing results
- Supervision of staff auditors
- Researching of accounting standards and principles
- Preparation and analysis of financial statements (compilations and reviews included)
- Reviewing and identifying engagement risks and issues with engagement partner and manager in charge
- Auditing of account balances as per the audit programs
- Responsible for reading grant contracts and identifying important compliance issues for discussion with manager in charge
- Preparation of individual and corporate tax returns
- Preparation of responses to IRS notices

Clients Served

- Miami Dade County
- City of Doral
- City of West Miami
- City of Sweetwater
- Alpha and Omega Church

Professional and Business Affiliations

- Lifetime Member, Beta Alpha Psi (Florida State University)
- Participant, IRS VITA (Volunteer Income Tax Assistance)
- Successfully passed the Financial Accounting and Reporting section of the Certified Public Accountancy Exam.





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY
240 NW 76TH DRIVE, SUITE A
GAINESVILLE FL 32607

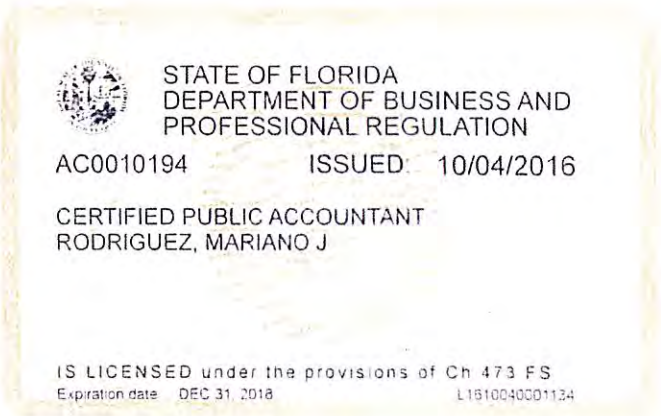
(850) 487-1395

RODRIGUEZ, MARIANO J
1985 NW 88TH CT
SUITE 101
MIAMI FL 33172

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DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER
AC0010194

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2018



RODRIGUEZ, MARIANO J
1985 NW 88TH CT
MIAMI FL 33172





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY
240 NW 76TH DRIVE, SUITE A
GAINESVILLE FL 32607

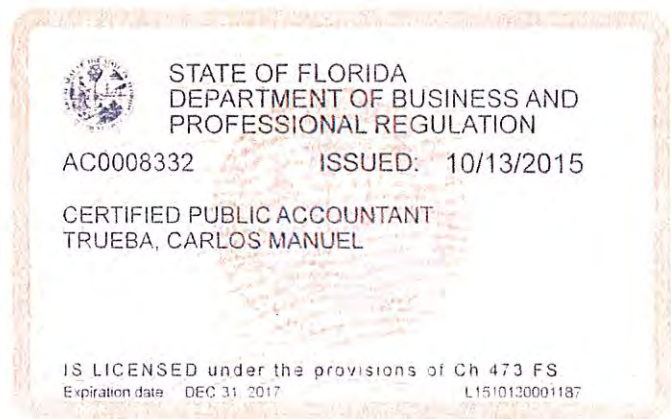
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TRUEBA, CARLOS MANUEL
1985 NW 88TH CT STE 101
DORAL FL 33172

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KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER
AC0008332

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Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2017



TRUEBA, CARLOS MANUEL
1985 NW 88TH CT STE 101
DORAL FL 33172





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY
240 NW 76TH DRIVE, SUITE A
GAINESVILLE FL 32607

(850) 487-1395

RODRIGUEZ, JARNETTE G
1985 NW 88TH COURT SUITE 101
DORAL FL 33172

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KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER	
AC37483	

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Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2017



RODRIGUEZ, JARNETTE G
1985 NW 88TH COURT SUITE 101
DORAL FL 33172





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY
240 NW 76TH DRIVE, SUITE A
GAINESVILLE FL 32607


(850) 487-1395

DONATES, GERARDO J
2665 SW 37TH AVENUE
APT. 714
MIAMI FL 33133

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

AC42236 ISSUED 10/05/2016

CERTIFIED PUBLIC ACCOUNTANT
DONATES, GERARDO J

IS LICENSED under the provisions of Ch 473 FS
Expiration date DEC 31, 2018 L1610050000570

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER	
AC42236	

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2018



DONATES, GERARDO J
2665 SW 37TH AVENUE
APT. 714
MIAMI FL 33133





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY
240 NW 76TH DRIVE, SUITE A
GAINESVILLE FL 32607

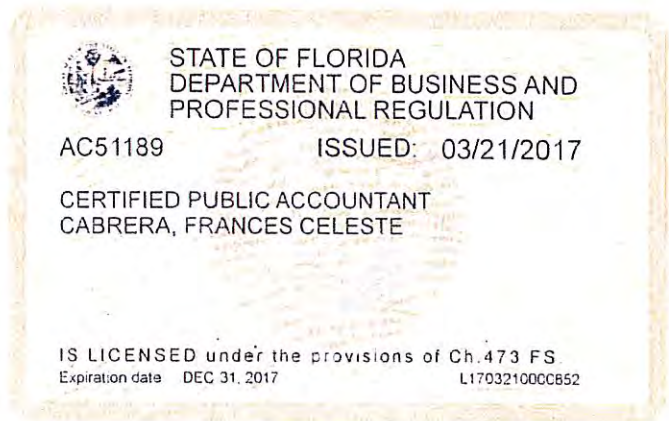
(850) 487-1395

CABRERA, FRANCES CELESTE
4732 SW 67TH AVE UNIT K4
MIAMI FL 33155

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Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



DETACH HERE

RICK SCOTT, GOVERNOR

MATILDE MILLER, INTERIM SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

LICENSE NUMBER
AC51189

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2017



CABRERA, FRANCES CELESTE
4732 SW 67TH AVE UNIT K4
MIAMI FL 33155





RFP NO. 2018-02

Section 6

Proposer's Certification of Independence



RFP NO. 2018-02

PROPOSER'S CERTIFICATION OF INDEPENDENCE

Acknowledgement of Independence

Rodriguez, Trueba & Co., C.P.A., P.A. acknowledges that it is independent of The Town of Miami Lakes as defined by the U.S. generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States of America (The Yellow Book), Section 473.315, Florida Statutes (independence) and 61H1-21.001, Florida Administrative, Code, Independence.

Confirmation of Independence

Rodriguez, Trueba & Co., C.P.A., P.A. confirms that it and all proposed key personnel that are primarily responsible for the timely completion of the segment audit meet the appropriate guidelines for independence in relation to The Town of Miami Lakes, pursuant to Florida Statute 473.315 and Florida Administrative Order 61 H1-21.001.

Assurance of Independence

Rodriguez, Trueba & Co., C.P.A., P.A. assures that it and all proposed key personnel that are responsible for the timely completion of the audit shall maintain independence in relation to The Town of Miami Lakes throughout the audit engagement.



RFP NO. 2018-02

PROPOSER'S CERTIFICATION OF INDEPENDENCE

Section 6.C - List of Relationships with the Town

Last Name	First Name	Relationship
Mingo	Frank	Business – 1040 Client
Cid	Manny	Business – Minority Partner of a corporate client



RFP NO. 2018-02

Section 7

Proposer's Methodology & Project Plan



RFP NO. 2018-02

PROPOSER'S METHODOLOGY & PROJECT PLAN

a. Methodology and Project Plan

The primary purpose of the audit services requested will be to express an opinion on the presentation of the Town of Miami Lakes annual financial statements, as part of the Town's Comprehensive Annual Financial Report, for the fiscal years ending September 30, 2017, 2018, and 2019. In addition, we will prepare the IRS Form 990-N for two non-profit organizations, Miami Lakes Town Foundation and Miami Lakes Youth Fund. We are committed to fully comply with the requirements in your RFP as presented in our response herein. The audit will be performed in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants. As part of the results of our audit, we will also issue our independent auditor's reports on the Town's compliance with Florida Statutes and on its internal control over financial reporting for an audit performed in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. The audit will include an audit of Federal and State awards in accordance with the provisions of the Federal and Florida Single Audit Act, respectively. We will communicate to the Town and management all matters that come to our attention, including significant deficiencies and material weaknesses in internal control and any non-compliance with Florida Statutes and Auditor General rules and regulations. In addition, RT&C will also report on matters that come to our attention which will improve processes, internal controls and operational efficiency.

Our methodology breaks up the audit into four stages (See graph attached in Section 7, page 110):

1. Strategic planning
2. Execution of the audit plan
3. Evaluation of results
4. Reporting

Each of these stages is described below. The procedures include and are not limited to risk assessment procedures, internal control assessments, electronic data processing techniques, and analytical and substantive accounting balance testing.

1. Strategic planning

The planning stage of our audit will include meetings with the Town's officials to review current operations, to discuss the proposed overall audit plan and timetable, and to identify potential problem areas. Prior to commencing our formal planning process, we will read and become very familiar with the prior year CAFR and meet with the Town's previous independent auditors to review their working papers.

Our review of the prior auditors' working papers will provide us with further background information on the Town's internal control structure and will alert us to any accounting and operating problems encountered in the prior year(s).

Subsequent to these meetings, we will perform the preliminary audit survey, which will provide us with a more thorough understanding of the Town's operations, the system of internal controls, and management and budgetary controls.



At the completion of the planning stage, we will revise the proposed timetable and request supporting schedules to be prepared by the Town's Finance Department Staff. These requests will clearly define responsibilities, set deadlines and target dates that comply with the Town's requirements. A copy of the timetable and documents requested will be furnished to the Town to assist in monitoring the progress of the audit. At this time, we will also agree on the commitment to be made by the Town's Finance Department Staff, and tentatively set-out how these personnel will be utilized.

In this phase we will also perform a year-to-year comparison of the financial statement groupings with prior year amounts and budget amounts for the purpose of analysis and to determine audit risks.

We will also evaluate your internal control procedures, evaluate risks and prepare custom audit programs. In order to evaluate internal controls we will make inquiries of key personnel, observe, document and test controls. We will use our evaluation of controls to assure that our efforts are focused on critical areas with weak controls and minimized on immaterial areas with adequate controls. Statistical sampling will be used and items for testing will be selected at random.

2. Execution of the audit plan

The execution of the audit plan will involve completion of internal control testing, substantive testing, and compliance testing. Our substantive testing will be divided into seven major categories:

- Assets
- Liabilities and Fund Balance
- Revenues
- Expenditures
- Analytical Review and Procedures
- Commitments and Contingencies
- Subsequent Events

The testing will be performed by our staff auditors and senior staff auditors and will be monitored and reviewed on a daily basis by our audit manager. The engagement partner will visit with the audit team at least on a weekly basis to review the work performed, resolve any problems encountered and to ascertain that target dates are being met. Throughout this process the engagement partner and/or manager will communicate with the Town to provide status updates and lists of pending items.

3. Evaluation of results

We will perform extensive review procedures during and at the conclusion of the audit fieldwork to determine the results of our testing. The purpose of the review is also to ensure that the examination is performed in accordance with the firm's quality control standards and U.S. generally accepted auditing standards, and that all audit objectives have been accomplished. The review is performed by the engagement partner and the concurring review principal in our office.

4. Reporting

We will issue the following reports:

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles;



- In the event the Town receives Federal and/or State financial assistance, report on compliance and on internal control over compliance with laws and regulations related to major Federal and/or State financial assistance programs;
- A report on compliance and internal control over financial reporting;
- As applicable, a schedule of findings and questioned costs;
- A report on compliance with requirements of Section 218.415, Florida Statutes, concerning the investment of public funds
- A management letter in accordance with the Rules of the Auditor General of the State of Florida;
- Reports on the additional special audits as requested and applicable within this RFP.

At the conclusion of the audit we will also issue a letter to those charged with governance disclosing the following as applicable - our responsibility under generally accepted auditing standards; significant accounting policies; management judgments and accounting estimates; significant audit adjustments; other information in documents containing audited financial statements; disagreements with management; management consultation with other accountants; major issues discussed with management; and difficulties encountered in performing the audit.

- b. **Firm Approach to Project Organization and Management** – see “Methodology and Project Plan” and Section 5 “Team and Key Staff” for resumes, responsibilities of management and staff.
- c. **Project Schedule** - See attached “Project Schedule” chart in Section 7, page 110.
- d. **Firm Approach to Work Plan** - See Section 7 “Methodology and Project Plan” above and “Project Schedule” on page 110 for outlined of our audit approach. Our audit plan has been outlined as described in the RFP Section D “Scope of Services.”
- e. **Management Letters Information**

Throughout the duration of the audit, any items noted that are deemed necessary to be communicated with management, including but not limited to internal control deficiencies, deficiencies related to award programs, recommendations for improvement, new accounting standards, misstatements, other matters, etc., will each be separately documented in a “comment and management point development worksheet” and include (as applicable) the condition, criteria, cause of condition, potential effect of condition, recommendation, other information, etc. for potential communication/discussion with management. Each point will be reviewed by the Audit Manager and/or Engagement Partner prior to discussion with management. Once each item is discussed with management, a determination will be made to ascertain if it is necessary to include in the management letter.

- f. **Monitoring and Progress**

As fieldwork and testing is completed by our staff auditors and senior auditor, the audit manager will monitor and review the work on a daily basis. The engagement partner will visit with the audit team at the minimum on a weekly basis to review the work performed, resolve any problems encountered and to ascertain that target dates are being met. Throughout this process the engagement partner and/or manager will communicate with the Town to provide status updates and lists of pending items.

g. Electronic Data Processing

Most, if not all, financial statements for organizations are automated, especially large organizations. Subsequently, Information Technology (IT) auditors must play a significant role in today's audit. Accordingly, our audit methodology integrates evaluation and testing of information systems controls into all phases of the audit. IT assurance specialists- individuals with extensive training and experience in evaluating information systems and applying state-of-the-art technology to the audit process- will be an integral part of our engagement team. This will enhance our ability to work with the Town's IT personnel, understand the Enterprise Resource Planning (ERP) system controls that are in place, and develop thoughtful recommendations to improve them if necessary. If applicable, our audit approach and methodology will also address the entity use of a service organization for any applicable information systems processing. In this case, transactions that affect the Town's financial statements are subjected to controls that are, at least in some part, physically and operationally separate from the entity. Our methodology considers how a service organization affects the Town, and we develop a targeted audit program guide (APG) for our auditors and IT specialist to follow. We will request a copy of the service organization SSAE No. 16 Type II Report covering the relevant audit period. We also document our basis for reliance on a Type II SSAE No. 16 Report. As we integrate IT audit personnel on our audit team, we will be able to focus effectively on the critical control points in the Town's IT environment. For example, we will be able to devote our attentions to information security controls and data integrity especially as it relates to protecting personal identifiable information (PII).

We understand the audit challenges presented by new technologies. Our IT specialists are trained in assessing control risk and auditing in advanced technological environments and platforms including Searer Business Technologies (SBT) and Munis in a manner consistent with our overall audit approach. Additionally, and for the sake of efficiency, we will work with the Town's staff to tailor our audit plan for the use of advanced audit techniques and system audit procedures.

Our approach to information system auditing, carefully coordinated with the evaluation of all management and accounting controls focuses on control within automated business processes and information systems environments. These controls ensure that information systems risks are appropriately managed, strict policies are being complied with, appropriate laws and other regulations are being followed, and systems are being operated in a sound and prudent manner.

h. Communication of Standard Updates

Our entire professional staff has electronic access to all of the authoritative sources of accounting guidance and compliance requirements which includes, but is not limited to, Accounting and Auditing Research Collection with FASB Accounting Standards Codification, Governmental Accounting Research System, AICPA guide of Government Auditing Standards and 2 CFR Part 200, Subpart F Audits, and Rules and Guidelines of the Florida Auditor General. Hard copies of these materials are also available in our office. At any time during our engagement we have the ability to communicate any developments in relation to Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements that may affect the accounting matters and/or operations.

i. Professional Development

RT&C offers specialized training (through in-house and outside providers) in industry-specific areas including Government Auditing Standards. This training assures each person involved in governmental audits obtains a minimum of 24 hours in governmental accounting and auditing during each two year period, as required by the "Yellow Book", as well as at least a



total of 80 hours of educational instruction or training over the same period. The courses are taken to enhance their skills as a governmental auditor and to be aware of all new developments and standards in the accounting and auditing profession.

RFP 2018-02
 Section 7.C - PROPOSER'S METHODOLOGY & PROJECT PLAN (Project Plan Schedule)

	November		December		January		February		March										
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	
STRATEGIC PLANNING																			
Prepare timetable																			
Obtain all permanent file documents necessary																			
Drafting of financial statements																			
Reconciliation between trial balance and financial statements																			
Review of prior auditors' work																			
Research any new accounting principles or policies implemented																			
Preliminary audit survey																			
Obtain an understanding of internal controls																			
Review of data processing and computerized systems																			
Revised timetable																			
Requests of workpaper documents as outlined in Execution of Audit Plan																			

	November		December		January		February		March										
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	
EXECUTION OF AUDIT PLAN (FIELDWORK)																			
Trial balance																			
Groupings																			
Internal Control Testing																			
Preliminary review GFOA and CAFR disclosure checklists with trial balance																			
Year to year comparison, inquiries and resolutions																			
Budget to actual comparison, inquiries and resolutions																			
Assets																			
Liabilities and Fund Balance																			
Revenues																			
Expenditures																			
Analytical Review and Procedures																			
Commitments and Contingencies																			
Subsequent Events																			

	November		December		January		February		March										
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	
EVALUATION OF RESULTS																			
Review of workpapers																			
Preparation of issues to be discussed with management																			
Meetings with management to discuss reportable findings																			

	November		December		January		February		March										
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	
REPORTING																			
Review of CAFR Draft																			
Finalization of CAFR																			



RFP NO. 2018-02

Section 8

Affidavits



Rodriguez, Trueba & Co., CPA, PA
Proposal for External Auditing Services



ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation No.: RFP NO. 2018-02

Listed below are the dates of issue for each Addendum received in connection with this Solicitation:

Addendum No. <u>1</u> ,	Dated <u>10/12/17</u>
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____
Addendum No. _____,	Dated _____

No Addendum issued for this Solicitation

Firm's Name: Rodriguez, Trueba & Co., PA

Authorized Representative's Name: Mariano J. Rodriguez, CPA

Title: Contact Partner

Authorized Signature: 

RFP 2018-02

Independent Auditing Services

Addendum #1

This addendum is incorporated into and made a part of the Request for Proposal ("RFP"). The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. Underlined word(s) indicate additions. Deletions are indicated by strikethrough.

Clarifications:

1. Section D2.01, General, item 6 of the RFP referencing the preparation of IRS 990-N tax returns for two non-profit organizations is hereby deleted in its entirety.
2. Section 2.02-1, General, item 6 of the Contract referencing the preparation of IRS 990-N tax returns for two non-profit organizations is hereby deleted in its entirety.
3. Form PP is hereby revoked and replaced with Form PPR1. References to Form PP should be understood as a reference to Form PPR1.

Questions and Answers

1. What were the audit fees paid for the fiscal year ending in September 30, 2016? Was there any special or additional billing?
Response: The audit fee for the fiscal year ending in September 30, 2016 was \$42,000. No special or additional fees were included for that audit.
2. Who will be the members of the Evaluation Committee?
Response: The members are Albert Aguiar, Frank Diaz, Ramon Hospitalet, and George Barreto. Please refer to Town Resolution 17-1482 for more information.
Please note: A Cone of Silence is in place for this solicitation and any attempts to communicate with Evaluation Committee members will subject the Proposer to disqualification.
3. Will the Town be subject to a Federal Single Audit and/or a Florida Single Audit for the fiscal year ending in September 30, 2017?
Response: Yes.
4. The RFP makes reference to the "Preparation of IRS 990-N tax returns for two non-profit organizations: Miami Lakes Town Foundation and Miami Lakes Youth Center Fund." Could you please make the latest IRS-990N form submitted, available to us?
Response: Consultant is no longer required to prepare these forms. See Clarifications 1 and 2 above.
5. Section C3 of the RFP, references "Local Preference." What role does Local Preference play in the evaluation of the proposals?
Response: Local Preference is not a requirement for submission, nor is it a factor that is considered during evaluation. The preference extends from Section 13 of Ordinance 12-142 (Town's Procurement Ordinance), which operates as an allotment of points that is added to

the final score of qualifying local businesses. Details on how the preference applies can be found in Section 13(b) of the Town's Procurement Ordinance.

6. Section D2.01 of the RFP states that the audit report is to be submitted no later than February 28 and the CAFR must be completed by March 15, however the CAFR for last year was not issued until April 7, 2017. What was the reason for last year's delay?

Response: The late issuance was attributed to a delay in receiving benefits information from the Florida Retirement System.

7. When is the Town's general ledger closed down and ready to be audited?

Response: The Town will provide the Final Trial Balance by the end of the first week of January.

8. Is the previous auditing firm able to submit a proposal or is this mandatory rotation?

Response: The previous auditing firm is permitted to submit a proposal. This solicitation is not issued pursuant to a mandatory rotation.

9. How many audit adjustments were proposed by the prior auditor?

Response: None

10. What was the fee for the last three years by component?

Response: The fee structure in prior years has been a flat fee. In other words, it is not broken down by components.

Acknowledgement:

Mariano J. Rodriguez, CPA

Name of Signatory

Contact Partner

Title

10/24/17

Date


Signature

Rodriguez, Trueba & Co., CPA, PA

Name of Bidder

Thomas Fossler
Procurement Manager

SWORN STATEMENT ON PUBLIC ENTITY CRIMES

SECTION 287.133(3)(a), FLORIDA STATUTES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

I. This sworn statement is submitted to the Town of Miami Lakes
by Mariano J. Rodriguez, CPA - Contact Parnter
[print individual's name and title]

for Rodriguez, Trueba & Co., CPA, PA
[print name of entity submitting sworn statement]

whose business address is
1985 NW 88th Court, Suite 101
Doral, FL 33172

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2738713

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: Mariano J. Rodriguez, CPA

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)9g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or an agency or political subdivision of any other state or of the United States involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand than an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who

has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

6. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, not any affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

This entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

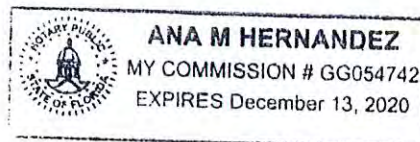
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

BEFORE ME, the undersigned authority, personally appeared known to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Mariano J. Rodriguez executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 24th day of October, 2017

My Commission Expires: Dec. 13, 2020

ana m hernandez
Notary Public State of Florida at Large



NON-COLLUSIVE AFFIDAVIT

State of Florida }

County of Miami-Dade } SS:

Mariano J. Rodriguez being first duly sworn, deposes and says that:

- a) He/she is the Owner, (Owner, Partner, Officer, Representative or Agent) of Rodriguez, Trueba & Co., CPA, PA, the Bidder that has submitted the attached Proposal;
- b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- c) Such Proposal is genuine and is not collusive or a sham Proposal;
- d) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Bidder, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- e) Price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

[Signature]
 Witness
[Signature]
 Witness

By: [Signature]
 Mariano J. Rodriguez, CPA

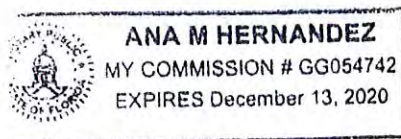
 (Printed Name)
 Contact Partner

 (Title)

BEFORE ME, the undersigned authority, personally appeared known to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Mariano J. Rodriguez executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 24th day of October, 2017

My Commission Expires: Dec. 13, 2020
[Signature]
 Notary Public State of Florida at Large



ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
 }
COUNTY OF MIAMI-DADE }

SS:

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Miami Lakes, its elected officials, and _____ or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: Mariano J. Rodriguez, CA
Title: Contact Partner

BEFORE ME, the undersigned authority, personally appeared known to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Mariano J. Rodriguez executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 24th day of October, 2017

My Commission Expires: Dec. 13, 2020

Camila
Notary Public State of Florida at Large



COMPLIANCE WITH PUBLIC RECORDS LAW

The Town of Miami Lakes shall comply with the Public Records Law as provided by Chapter 119, Florida Statutes, and all applicable amendments. Applicants must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected by separate envelope, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a response authorizes release of your firm's credit data to the Town of Miami Lakes.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their submittal/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the Town in a separate envelope marked "EXEMPT FROM PUBLIC RECORDS LAW". Failure to identify protected material via a separately marked envelopment will cause the Town to release this information in accordance with the Public Records Law despite any markings on individual pages of your submittal/proposal.

- (a) CONTRACTOR acknowledges TOWN'S obligations under Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, to release public records to members of the public upon request. CONTRACTOR acknowledges that TOWN is required to comply with Article 1, Section 24, Florida Constitution and Chapter 119, Florida Statutes, in the handling of the materials created under this Agreement and that said statute controls over the terms of this Agreement.
- (b) CONTRACTOR specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
 - 1. Keep and maintain public records that ordinarily and necessarily would be required by TOWN in order to perform the services required under this Agreement;
 - 2. Provide the public with access to public records on the same terms and conditions that TOWN would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
 - 4. Meet all requirements for retaining public records and transfer, at no cost to the TOWN, all public records in possession of CONTRACTOR upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to TOWN in a format that is compatible with the information technology system of TOWN.
- (c) Failure to comply with this Section shall be deemed a material breach of this Contract for which TOWN may terminate this Agreement immediately upon written notice to CONTRACTOR.

By submitting a response to this solicitation, the company agrees to defend the Town in the event we are forced to litigate the public records status of the company's documents.

Company Name: Rodriguez, Trueba & Co., CPA, PA

Authorized representative (print): Mariano J. Rodriguez, CPA

Authorized representative (signature):



Date: 10/24/17



PUBLIC RELATIONS AFFIDAVIT

Bidder's Name: Rodriguez, Trueba & Co., CPA, PA

Solicitation No.: RFP NO 2018-02

By executing this affidavit, Proposer discloses any personal or business relationship or past experience with any current Town employee or elected representative of the Town.

Proposer shall disclose to the Town:

- a) Any direct or indirect personal interests in a vendor held by any employee or elected representative of the Town.

Mingo	Franck	Business
Last name	First name	Relationship
Cid	Manny	Business
Last name	First name	Relationship
_____	_____	_____
Last name	First name	Relationship

- b) Any family relationships with any employee or elected representative of the Town.

_____	_____	_____
Last name	First name	Relationship
_____	_____	_____
Last name	First name	Relationship
_____	_____	_____
Last name	First name	Relationship

Mariano J. Rodriguez
Authorized Signature

10/24/17
Date:

Mariano J. Rodriguez, CPA
Print Name

Contact Partner
Title:



RFP NO. 2018-02

Local Vendor Form



Rodriguez, Trueba & Co., CPA, PA
Proposal for External Auditing Services



Local Vendor Preference Certification

Section 13 of the Town of Miami Lakes Procurement Ordinance, 12-142 provides preferences to business entities located with the town boundaries if the business entity meets the requirements for the vendor preference and its bid or proposal meets the thresholds established in the Procurement Ordinance. Details on these requirements and thresholds can be found by visiting the Town's Procurement webpage at http://www.miamilakes-fl.gov/our-govt/admin-procurement.php.

By completing the information required below and submitting this form the business entity certifies that it meets the requirements for local preference as stipulated in the Procurement Ordinance. This form must be submitted with the business entities response to a solicitation. The Town, at its sole discretion, may allow for the form to be submitted after the date and time stated for the bid or response to be received by the Town.

Solicitation Number: 2018-02 Solicitation Title: Request for Proposal Independent Auditing Services

Mark each of the following as applicable:

- Checked: The business entity is located within the boundaries of the Town, and the goods or services will be furnished from this location. Local Address: 8040 NW 155th Street, Suite 206, Miami Lakes, FL 33016
Unchecked: The business entity possesses a current certificate of use issued 6 months prior to the solicitation being issued. Certificate of Use No.:
Checked: The business entity possesses a current business tax receipt issued at least 6 months prior to the solicitation being issued. Business Tax Receipt No.: BTR2018-1143
Unchecked: At least 40% of the business entity's ownership resides in the Town of Miami Lakes prior to the solicitation being issued.
Unchecked: (For Services) Service will be provided solely from the place of business located within the Town.

Additional information may be requested to determine if the business entity is entitled to the local preference.

This certification is submitted with the full knowledge that should the Town determine that any of the information provided prove to be false the business entities bid/response may be rejected and the business entity may be excluded from bidding on future solicitation for a period of up to three (3) years.

Name of Business Entity: Rodriguez, Trueba & Co., PA

Address: 8040 NW 155th Street, Suite 206, Miami Lakes, FL 33016

Tax ID/FEIN/SSN: 59-2738713

Contact Name: Mariano J. Rodriguez, CPA

Phone No.: 305-593-2644 ext 108

Title: Contact Partner

Email: mrodriguez@rtc-cpa.com

Signature: [Handwritten Signature]

Date: 10/24/17



BEFORE ME, the undersigned authority, personally appeared known to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that Mariano executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 24th day of October, 2017

My Commission Expires: DEC 13 2020

Camila

Notary Public State of Florida at Large



**PROPOSAL TO PROVIDE
INDEPENDENT AUDITING SERVICES FOR**

**RFP NO. 2018-02 REQUEST FOR PROPOSAL
INDEPENDENT AUDITING SERVICES
TOWN OF MIAMI LAKES, FLORIDA**



**FOR THE YEARS ENDING SEPTEMBER 30, 2017, 2018 AND 2019
PART B – PRICE PROPOSAL**



Contact Person:

Mariano J. Rodriguez, CPA
Rodriguez, Trueba & Co., C.P.A., P.A.
mrodriguez@rtc-cpa.com
305-593-2644 ext. 108



RFP 2018-02
Price Proposal
Independent Audit Services
Form PPR1

The Proposer declares that it has fully reviewed the requirements of the RFP, and informed itself fully of the Scope of Work and all other conditions and circumstances pertaining to the work to be performed; and that this Proposal is submitted voluntarily and willingly.

The Proposer had determined based on its business and professional expertise that it can perform the work in accordance with the requirements of the RFP and the Contract.

The Proposer agrees, if its Proposal is accepted, to timely execute a contract with the Town, pursuant to the terms and conditions of the RFP and the Agreement attached thereto, at the prices and rates listed below.

The prices stated below include all costs to complete the Services requested under the RFP and Contract.

Section A. Audit Price for Initial Agreement Term

Proposer shall state its price for providing the required Services as stated in the RFP and in accordance with the Agreement terms and conditions. The price shall be exclusive of any additional services, which will be priced separately. Proposer shall provide a flat fixed fee price for each Fiscal Year (FY), which is inclusive of all costs as stipulated in Section E1.02(1) of the RFP. The first three fiscal years are included in the term of the contract. Services for the Fiscal Years ending September 30, 2020 and September 30, 2021 are options that the Town may exercise in its sole discretion.

1. Total Price for the FY ending September 30, 2017:	\$ <u>42,000</u>
2. Total Price for the FY ending September 30, 2018:	\$ <u>43,000</u>
3. Total Price for the FY ending September 30, 2019:	\$ <u>44,000</u>
4. (Option) Total Price for the FY ending September 30, 2020	\$ <u>45,000</u>
5. (Option) Total Price for the FY ending September 30, 2021	\$ <u>46,000</u>
Combined Total Price:	\$ <u>220,000</u>

Total Amount written in words:

Two hundred twenty thousand dollars



Section B. Additional Services

B1. Audit Price for Federal/Florida Single Audit:

Total Price for OMB A-133 Single Audit*: \$ 7,500

*Additional Price for any year in which a Single Audit is required.

B2. Hourly Rates for Additional Services:

Classification	FY Ending Sept. 30, 2017	FY Ending Sept. 30, 2018	FY Ending Sept. 30, 2019	(Option) FY Ending Sept. 30, 2020	(Option) FY Ending Sept. 30, 2021
Partner/Principal	\$300	\$300	\$300	\$300	\$300
Senior Manager					
Manger	\$200	\$200	\$200	\$200	\$200
Senior Auditor	\$150	\$150	\$150	\$150	\$150
Auditor	\$125	\$125	\$125	\$125	\$125
Jr. Auditor					
Clerical Support*	\$50	\$50	\$50	\$50	\$50
Staff ¹	\$75	\$75	\$75	\$75	\$75
Staff ²					
Staff ²					

¹For work directly related to the additional services & does not include such items as filing, processing, invoices or similar general work. ²Staff position classification must be provided

By signing below Proposer certifies that the information contained in its Price Proposal includes all costs for the Project. The Town at its sole discretion may negotiation with the elements of the Fee with the Proposer.

Rodriguez, Trueba & Co., CPA, PA

Proposer's Name

By: 
Signature of Authorized Officer

10 / 24 / 17
Date

Mariano J. Rodriguez, CPA

Printed Name

Contact Partner

Title