PROPOSAL TO PROVIDE
AUDITING SERVICES FOR

RFP No. 2016-46 Request for Proposal
Independent Auditing Services
Town of Miami Lakes, Florida

FOR THE FISCAL YEARS ENDING SEPTEMBER 30, 2016, 2017 and 2018

Contact Person:
Mariano J. Rodriguez, CPA
Rodriguez, Trueba & Co., C.P.A., P.A.
ctrueba@rtc-cpa.com
305-593-2644 ext. 110

RFP 2016-46

RFP OUTLINE

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RT&C

RODRIGUEZ, TRUEBA & CO., PA

CERTIFIED PUBLIC ACCOUNTANTS

October 8, 2016

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

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

Doral Office: 1985 NW 88th Court, Suite 101, Doral, FL 33172 · Phone: 305-593-2644 · Fax: 305-593-0390
Miami-Lakes Office: 8040 SW 155th St., Suite 206, Miami Lakes, FL 33016 · Phone: 305-779-1120 · Fax: 305-779-1121
www.rtc-cpa.com

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PROPOSER INFORMATION FORM

RFP TITLE: Request for Proposals - Independent Auditing Services RFP No. : 2016 - 46

Proposer: Rodriguez, Trueba & Co., CPA, PA

Name: Carlos M. Trueba

Address: 1985 NW 88th Court, Suite 101 Doral, Florida 33172 // 8040 NW 155th Suite 206 Miami Lakes, Fl 33016

FEIN #: 59-2738713 Florida Corporation No.: M41909

Proposer's Contact Person: Mariano J. Rodriguez, CPA

Name: Mariano J. Rodriguez

Title: Contact Partner

Telephone #: 305-593-2644,ext. 108 E-Mail: mrodriguez@rtc-cpa.com

Questionnaire:

1. How many years has your company been in business? 30
2. How many years has your company been in business under its current name? 23
3. Is your company a local office for a company, a division or subsidiary of a company? Yes ____ No x
4. If yes, provide the name and location of the company: ________
5. If yes, where will the work be performed? ________
6. Number of employees at office where work will be performed 23
7. What is the Proposers primary business? Public Accounting & Audit
8. Primary markets served: Government Agencies, Architectural firms, Healthcare & Not-for-profit
9. Type of business: S- Corp (such as corporation, S corporation, LLP, etc.)

10. State and date of incorporation: Florida - November 1986

11. Number of employees: 23

12. Has the company, its principals, officers or predecessor organization(s) been debarred or suspended from proposing by any governmental entity in the past 5 years? Yes____ No x

13. Has the company ever been convicted of a federal offense or moral turpitude: If yes, please explain: N/A

14. Have any litigation, claims or lawsuits (civil or criminal) been filed against your company in the past 5 years, If yes, identify all where your company has either settle or an adverse judgment has been issued against your company. Identify the year basis for the claim or judgment & settlement unless the value of the settlement is covered by a written confidentiality agreement. (use additional pages if necessary)

    N/A

15. 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. If yes, provide details:

    N/A

16. Has your company been assessed liquidated damages, had a contract terminated for default or convenience in the past five (5) years? Yes ____ No x (If yes, provide an attachment that provides an explanation of the project and an explanation.)

17. Has your company or predecessor company been involved in a bankruptcy (voluntary or involuntary), which has been filed by or against the Proposer , its parent or subsidiaries, during the past seven (7) years? Yes ____ No x (If yes, provide an attachment describing the disposition of each such petition.)

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

Rodriguez, Trueba & Co., CPA, PA

Name of Proposer

By: ______________________ October 8, 2016

Signature of Authorized Officer — Date

Carlos M. Trueba — Engagement Partner / Secretary

Printed Name — Title

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PROPOSER'S QUALIFICATIONS RESPONSE

i. Proposer's Qualifications Form

See Section 1, pages 1 and 2 as there is no form titled "Proposer's Qualification Form."

ii. Results of Reviews

Throughout the history of RT&C, including the past 5 years, there have been no desk reviews nor disciplinary actions taken against the firm or any of its members. As an industry leader in the governmental industry, strong relationships exist with Florida's governmental offices, as well as the AICPA and FICPA; these relationships enhance our ability to obtain prompt responses to inquiries arising from technical or procedural questions.

iii. Other Proposer's Experience

In addition to audits and other submittal requirements listed in the RFP, RT&C has performed the following services that it believes would benefit the Town by having the additional knowledge:

- Assisted various cities with budget hearings to address budget shortfalls and general planning.
- Served as the Interim Finance Director for the City of Doral during initial months of incorporation.
- Served on the Audit Committee of Miami-Dade School Board and City of Miami.

iv. OTHER – Execution of Response

When a corporation is the Proposer, the corporate seal should be affixed and shall be attested by the Corporate Secretary (Carlos M. Trueba). Also, as explained in Section 2.15 of the RFP, the corporation must furnish documentation demonstrating the officer's authority to sign on behalf of the corporation. See Section 9, page 65 for proof of authority.

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PROPOSER'S INFORMATION RESPONSE

i. 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.

ii. 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 Statue 473.315 and Florida Administrative Order 61 H1-21.001.

iii. 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.

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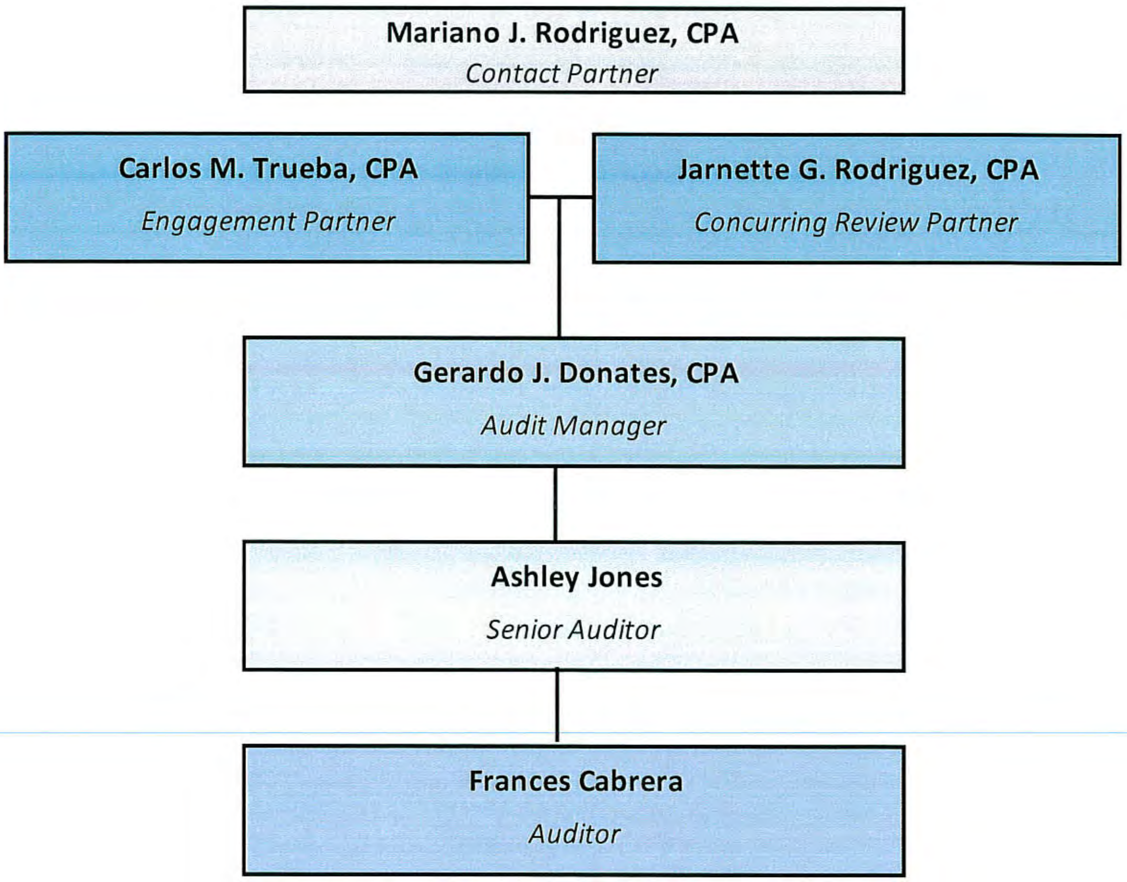
PROPOSER'S TEAM & KEY PERSONNEL

i. <u>Organizational Chart</u>



PROPOSER'S TEAM AND KEY PERSONNEL FORM

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

Proposer must provide a response to for all items below. The failure to provide the requested information may adversely impact the evaluation of the Response or render the Response non-responsive.

1. Proposer shall complete the following chart, which is to be sorted by "Classification" for each of the Key Personnel. (If additional space is required use a separate page following the same format.

Name and Classification	Area of Responsibility	Years of Audit Experience	Years of Government Audit Experience	Number of hours to be assigned to performing the Services	In compliance with GAGAS CPE requirements (Yes/No)

SEE SECTION 4, PAGE 8 or SECTION 9 PAGE 47. WE ATTACHED SUPPLEMENTAL SCHEDULE AS INFORMATION DID NOT FIT IN THESE BOXES.

2. In the space provided below explain the Proposer's ability and resources to substitute personnel with equal to or more qualifications as the Key Personnel they will substitute for, where required by attrition, turnover, or request by the Town.

In addition to the team and key personnel as listed, the firm has at a minimum three additional personnel, with equal or more qualifications as the key personnel, which will be available to substitute as required or requested.

3. Provide the requested information for all audit engagement commitments for the Key Personnel during the Town's Audit Periods.

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement
	SEE SECTION 4, PAGE 9 or SECTION 9 PAGE 48. WE ATTACHED SUPPLEMENTAL SCHEDULE AS INFORMATION DID NOT FIT IN THESE BOXES.			

By signing below Proposer certifies that the information contained in this Form is accurate and complete and confirms that the Key Personnel will be available and dedicated to the Services to be performed under the Agreement.

Rodriguez, Trueba & Co., CPA, PA
Firm Name

By: Mariano J. Rodriguez
Signature of Authorized Officer

October 8, 2016
Date

Mariano J. Rodriguez
Printed Name

Contact Partner
Title

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PROPOSER'S TEAM & KEY PERSONNEL

ii. Proposer's Team and Key Personnel Form – Response to #1

Name and Classification	Role / Areas of Responsibility	Years of Audit Experience	Years of Government Audit Experience	Number of Hours to be Assigned to Performing the Services	In Compliance with GAGAS CPE Requirements (Yes/No)
Mariano J. Rodriguez, CPA, Contact Parnter	Be the contact person and oversee the communication with the Town on behalf of the firm.	30+	25+	0	Yes
Carlos M. Trueba, CPA, Engagement Partner	Responsible for the engagement and its performance and for the auditor's report that is issued on behalf of the firm.	30+	30+	30	Yes
Jarnette G. Rodriguez, CPA, Concurring Review Partner	Objectively evaluate the significant judgments the engagement team made and the conclusions it reached in formulating the auditor's report.	20+	20+	10	Yes
Gerardo J. Donates, CPA, Audit Manager	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.	12	12	80	Yes
Mr. Ashley Jones, Senior Auditor	Assist the engagement partner and audit manager in the supervision of staff, including informing the engagement team members of their responsibilities, completing substantive testing and analysis of more complex areas of the audit, 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 conclusions reached.	4	4	80	Yes
Frances Cabrera, Auditor	Completion of internal control testing and substantive	2	2	100	Yes

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PROPOSER'S TEAM & KEY PERSONNEL

ii. Proposer's Team and Key Personnel Form – Response to #3

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement
Mariano J. Rodriguez, CPA	Engagement / audit reports	40	Wantman Group, Inc.	FYE 12/31/2016
Carlos M. Trueba, CPA	Engagement / audit reports	20	City of West Miami	FYE 9/30/16
Carlos M. Trueba, CPA	Engagement / audit reports	30	City of Sweetwater	FYE 9/30/16
Carlos M. Trueba, CPA	Engagement / audit reports	40	Sunshine Gasoline Distributors	FYE 12/31/16
Jarnette G. Rodriguez, CPA	Engagement / audit reports	40	City of Doral	FYE 9/30/16
Gerardo J. Donates, CPA	Planning, supervision and review	40	City of West Miami	FYE 9/30/16
Gerardo J. Donates, CPA	Planning, supervision and review	40	City of Sweetwater	FYE 9/30/16
Gerardo J. Donates, CPA	Planning, supervision and review	60	City of Doral	FYE 9/30/16
Mr. Ashley Jones	Substantive testing and supervision of staff	80	City of West Miami	FYE 9/30/16
Mr. Ashley Jones	Substantive testing and supervision of staff	60	City of Sweetwater	FYE 9/30/16
Frances Cabrera	Internal control testing and substantive testing	80	City of Doral	FYE 9/30/16
Frances Cabrera	Internal control testing and substantive testing	60	Sunshine Gasoline Distributors	FYE 12/31/16

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PROPOSER'S TEAM & KEY PERSONNEL

iii. Job Description and Experience Requirements

a. Mariano J. Rodriguez, CPA (Contact Partner)

i. Included in Section 4, Page 11.
ii. Experience requirements to hold the position classification vary depending on the individual's type of experience, knowledge, education, and expertise. See Section 4, Page 11.

b. Carlos M. Trueba, CPA (Engagement Partner)

i. Included in Section 4, Page 12.
ii. Experience requirements to hold the position classification vary depending on the individual's type of experience, knowledge, education, and expertise. See Section 4, Page 12.

c. Jarnette Rodriguez, CPA (Concurring Review Partner)

i. Included in Section 4, Page 13.
ii. Experience requirements to hold the position classification vary depending on the individual's type of experience, knowledge, education, and expertise. See Section 4, Page 13.

d. Gerardo J. Donates, CPA (Audit Manager)

i. Included in Section 4, Page 14.
ii. Experience requirements to hold the position classification vary depending on the individual's type of experience, knowledge, education, and expertise. See Section 4, Page 14.

e. Ashley Jones (Senior Auditor)

i. Included in Section 4, Page 15.
ii. Experience requirements to hold the position classification vary depending on the individual's type of experience, knowledge, education, and expertise. See Section 4, Page 15.

f. Frances Cabrera (Auditor)

i. Included in Section 4, Page 16.
ii. Experience requirements to hold the position classification vary depending on the individual's type of experience, knowledge, education, and expertise. See Section 4, Page 16.

Mariano J. Rodriguez, CPA

Contact Person

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 12 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)

Ashley Jones

Senior Auditor

Education and Certificates	Bachelor of Science in Accounting – Jacksonville University – 2009 Master of Accounting – Nova Southeastern University - 2017
Professional and Business Experience	Rodriguez, Trueba & Co. P.A. 2013 – Present Johnson Lambert, LLP (Intern – Auditor) 2013-2013 Martin Stubbs Tax & Financial Services 2010-2013

As Senior Staff Auditor, Ashley is responsible for auditing account balances according to audit plan. Deliver 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. He 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. His overall responsibilities include:

- Preparation and analysis of financial statements and related notes (compilations and reviews included)
- Analysis of budget to actual and year to year analytical review procedures. Audit of capital additions and equipment inventory of specific governmental accounts.
- Preparation and analysis of financial 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
- Participate in the engagement planning process by drafting confirmations, engagement letters, planning letters, trial balances.
- Develop and manage external relationships (e.g., marketing plans, new client base and volume)

Clients Served

- Miami Dade County Public Schools
- Miami Dade County
- City of Miami, Florida
- City of Sweetwater, Florida

Professional and Business Affiliations

- Member of the Doral Business Council
- Member of the Doral Chamber of Commerce

Frances Cabrera

Auditor

Education and Certificates

Master of Accounting – Florida International University – 2015
Bachelor of Science in Accounting – Florida State University – 2014
Candidate for Certified Public Accountant, Florida 2016

Professional and Business Experience

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

As Staff 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.
- 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

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	
AC0010194	

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2016

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

ISSUED: 10/15/2014 17 DISPLAY AS REQUIRED BY LAW SEQ # L1410150000935

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

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

(850) 487-1395

TRUEBA, CARLOS MANUEL
1985 NW 88TH CT 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!

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

AC0008332 ISSUED: 10/13/2015

CERTIFIED PUBLIC ACCOUNTANT
TRUEBA, CARLOS MANUEL

IS LICENSED under the provisions of Ch.473 FS.
Expiration date: DEC 31, 2017 L1510130001187

DETACH HERE

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

LICENSE NUMBER	
AC0008332	

The CERTIFIED PUBLIC ACCOUNTANT
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

ISSUED: 10/13/2015 18 DISPLAY AS REQUIRED BY LAW SEQ # L1510130001187

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

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!

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

AC37483 ISSUED: 10/13/2015

CERTIFIED PUBLIC ACCOUNTANT
RODRIGUEZ, JARNETTE G

IS LICENSED under the provisions of Ch.473 FS.
Expiration date: DEC 31, 2017 L1510130001093

DETACH HERE

RICK SCOTT, GOVERNOR KEN LAWSON, SECRETARY

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

LICENSE NUMBER	
AC37483	

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

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

ISSUED: 10/13/2015 19 DISPLAY AS REQUIRED BY LAW SEQ # L1510130001093

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, 2016

DONATES, GERARDO J
740 VALENCIA AVENUE APT 1
CORAL GABLES FL 33134

ISSUED: 09/25/2014 DISPLAY AS REQUIRED BY LAW SEQ # L1409250001096

PROPOSER'S EXPERIENCE FORM

Proposing Firm: Rodriguez, Trueba & Co., CPA, PA

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of Doral

Address of Client: 5301 NW 53rd Terrace Doral, FL 33166

Type of Entity: Public X Private ________

Description of Work: Single Audit, Governmental Audit, CAFR, Consulting

Total Value of Contract: $265,000 Multiple Fund Sources: Yes N/A No N/A

Term of Contract (including effective date & no. of years): September 2015 - 5 Year Contract

Option to Renew (OTR) years included: Yes ______ No X OTR years exercised: N/A

Is the contract ongoing or completed? ongoing

Services provided as prime contractor or subcontractor: Prime contractor

Proposer's office location that performed the work under the contract: 1985 NW 88th Court, Suite 101

Did any of the Key Personnel proposed in the Response work on the contract: Yes X No ______

If yes, list the name(s): Carlos Trueba, Gerry Donates, and Frances Cabrera

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

Rodriguez, Trueba & Co., CPA, PA
Firm Name

By: [signature]
Signature of Authorized Officer

October 8, 2016
Date

Mariano J. Rodriguez
Printed Name

Contact Partner
Title

RFP 2016-46

PROPOSER'S EXPERIENCE FORM

Proposing Firm: Rodriguez, Trueba & Co., CPA, PA

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of West Miami

Address of Client: 501 SW 62nd Avenue Miami, Florida 33144

Type of Entity: Public X Private ________

Description of Work: Basic Financial Audit, Preparation of Financial Statements

Total Value of Contract: $700,000 Multiple Fund Sources: Yes N/A No N/A

Term of Contract (including effective date & no. of years): 1996 - 2018

Option to Renew (OTR) years included: Yes X No ______ OTR years exercised: N/A

Is the contract ongoing or completed? ongoing

Services provided as prime contractor or subcontractor: Prime contractor

Proposer's office location that performed the work under the contract: 1985 NW 88th Court, Suite 101

Did any of the Key Personnel proposed in the Response work on the contract: Yes X No _______

If yes, list the name(s): Carlos Trueba, Gerry Donates, Frances Cabrera

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

Rodriguez, Trueba & Co., CPA, PA
Firm Name

By: [signature]
Signature of Authorized Officer

October 8, 2016
Date

Mariano J. Rodriguez
Printed Name

Contact Partner
Title

RFP 2016-46

RFP 2016-46 PROPOSER'S REFERENCE FORM

Proposers shall utilize this form to provide additional references beyond the minimum required in Section 4.5.

Name of Client Entity: The School Board of Miami -Dade County - Su contractor

Address: 801 Brickell Avenue, Suite 1050

City/State/Zip: Miami, Florida 33131

Contact: Donnovan Maginley, CPA

Title: Partner

Email Address: donnovan.maginley@rsmus.com

Telephone: 305-442-8801

Scope of Work: CAFR, Financial Audit, Governmental Audit, Federal & State Single Audit

Project Start/End Dates: 2011- 2015 and 2016 - 2020

Contract Amount: $ 165,000

Name of Client Entity: Miami -Dade County , Florida - General Fund - Subcontractor

Address: 801 Brickell Avenue, Suite 1050

City/State/Zip: Miami, Florida 33131

Contact: Donnovan Maginley, CPA

Title: Partner

Email Address: donnovan.maginley@rsmus.com

Telephone: 305-442-8801

Scope of Work: CAFR, Financial Audit, Governmental Audit

Project Start/End Dates: 2011- 2015 and 2016 - 2020

Contract Amount: $ 480,000

Name of Client Entity: City of Miami, Florida - Subcontractor

Address: 801 Brickell Avenue, Suite 1050

City/State/Zip: Miami, Florida 33131

Contact: Donnovan Maginley, CPA

Title: Partner

Email Address: donnovan.maginley@rsmus.com

Telephone: 305-442-8801

Scope of Work: CAFR, Financial Audit, Governmental Audit

Project Start/End Dates: 2014 - 2019

Contract Amount: $ 120,000

PROPOSER'S METHODOLOGY & PROJECT PLAN

i. 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, 2016, 2017, and 2018. 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 6, page 28):

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.

ii. Project Schedule - See attached "Project Schedule" chart in Section 6, page 28.

iii. Firm Approach to Work Plan

See Section 6 "Methodology and Project Plan" above and "Project Schedule" on page 28 for outlined of our audit approach. Our audit plan has been outlined as described in the RFP Section 3 "Scope of Services."

iv. 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.

v. 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 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.

vi. 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 entities the use of a service organization for some 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's, 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 SAS 70- Type II Report covering the relevant audit period. We also document our basis for reliance on a Type II SAS 70 Report. As we integrate IT audit personnel on our audit team, we will able to focus effectively on the critical control points in 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) 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.

vii. 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 Circular A-133 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.

viii. 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 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 2016-46
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																		
Revised timetable																		
Requests of workpaper documents as outlined in Execution of Audit Plan																		
EXECUTION OF AUDIT PLAN (FIELDWORK)																		
Trial balance																		
Groupings																		
Preliminarily 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																		
EVALUATION OF RESULTS																		
Review of workpapers																		
Preparation of issues to be discussed with management																		
Meetings with management to discuss reportable findings																		
REPORTING																		
Review of CAFR Draft																		
Finalization of CAFR																		

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.

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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!

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

AD0016004 ISSUED: 10/13/2015

ACCOUNTANCY CORPORATION
RODRIGUEZ, TRUEBA, & CO CPA PA

IS LICENSED under the provisions of Ch.473 FS.
Expiration date: DEC 31, 2017 L1510130001478

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

ISSUED: 10/13/2015 DISPLAY AS REQUIRED BY LAW SEQ # L1510130001478

RFP 2016-46

DOCUMENTS RESPONSE

Peer Review

In Section 7, page 31 - 33 you will find a copy of an external quality control peer review completed within the past three years that does not have a failing score in accordance with Generally Accepted Auditing Standards (GAGAS). The peer review included a review of the quality of the governmental audit.

INFANTE & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS CONSULTANTS

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
1930 Harrison Street
Suite 308
Hollywood, Florida 33020
Telephone (954) 922-8866
Fax (954) 922-8884
www.infantecocpa.com

System Review Report

September 10, 2014

To the Partners of
Rodriquez, Trueba & Co., 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., P.A. (the firm) in effect for the year ended December 31, 2013. 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. As part of our review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. 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. 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. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the accounting and auditing practice of Rodriquez, Trueba & Co., P.A. in effect for the year ended December 31, 2013, 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*. Rodriquez, Trueba & Co., P.A. has received a peer review rating of *pass*.

Infante & Company

Infante & Company

December 8, 2014

Mariano J. Rodriguez, CPA
Rodriguez, Trueba & Co., P.A.
1985 NW 88th Ct., Ste. 101
Doral, FL 33172

Dear Mr. Rodriguez:

It is my pleasure to notify you that on December 4, 2014 the Florida Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is June 30, 2017. 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.

Sincerely,

Paul N. Brown

Paul N. Brown, CPA, CGMA
Director of Technical Services

cc: A. Roger Infante, CPA

Firm Number: 1103521

Review Number: 357356

AICPA®

PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

RODRIGUEZ, TRUEBA & COMPANY, P.A.

For having a system of quality control for its accounting and auditing practice in effect for the year ended December 31, 2013 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA, and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Rick Reeder

Rick Reeder, Chair
AICPA Peer Review Board
2014

American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707-8110

March 18, 2016

Re: Carlos Trueba
AICPA Account Number: 01080620

Dear Monica,

This letter is to confirm Carlos Trueba is an active Regular Member of the AICPA. Carlos Trueba has been 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,

Peg McIntyre

Peg McIntyre, CAE
Vice President, Membership
AICPA Member Service

America Counts on CPAs.
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.*

American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707-8110

March 18, 2016

Re: Jarnette Rodriguez
AICPA Account Number: 01641809

Dear Monica,

This letter is to confirm Jarnette Rodriguez is an active Regular Member of the AICPA. Jarnette Rodriguez has been a member in good standing since August 31, 1988.

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,

Peg McIntyre

Peg McIntyre, CAE
Vice President, Membership
AICPA Member Service

America Counts on CPAs.
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

March 18, 2016

Carlos Trueba
12905 SW 107th Ct
Miami, FL. 33176

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 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

March 18, 2016

Jarnette Rodriguez
9957 SW 58th St
Miami, FL. 33173

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 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
[illegible] North LaSalle Street, Suite 27[illegible]
Chicago, Illinois [illegible]
312.977.9700 *fax* 312.[illegible]

October 11, 2016

Re: Gerardo Donates (300181118)
Jarnette Rodriguez (300104497)

Dear Yvette:

This is to confirm the membership status of Gerardo Donates and Jarnette Rodriguez. Both are current Associate members with GFOA. Mr. Donates (member no. 300181118) became a member last year, and is a member for the 2017 term. Ms. Rodriguez (member no. 300104497) has been a member since 2002 and is also a member for the 2017 term.

Associate members are defined as members from the private sector. Thank you, and please let me know if I may be of further assistance.

Sincerely,

Sarah Marrs
Membership Services Coordinator
Government Finance Officers Association

Washington, DC Office
1301 Pennsylvania Avenue, N.W., Suite 309 • Washington, DC 20004 • 202.393.8020 • *fax* 202.393.0780
www.gfoa.org

RFP 2016-46

FORM OF AGREEMENT RESPONSE

We have read through the Town's form Agreement included as part of the RFP and we do not have any additional comments to make regarding the agreement.

RFP 2016-46

PROPOSER INFORMATION FORM

RFP TITLE: Request for Proposals - Independent Auditing Services RFP No. : 2016 - 46

Proposer: Rodriguez, Trueba & Co., CPA, PA

Name: Carlos M. Trueba

Address: 1985 NW 88th Court, Suite 101 Doral, Florida 33172 // 8040 NW 155th Suite 206 Miami Lakes, Fl 33016

FEIN #: 59-2738713 Florida Corporation No.: M41909

Proposer's Contact Person: Mariano J. Rodriguez, CPA

Name: Mariano J. Rodriguez

Title: Contact Partner

Telephone #: 305-593-2644,ext. 108 E-Mail: mrodriguez@rtc-cpa.com

Questionnaire:

1. How many years has your company been in business? 30
2. How many years has your company been in business under its current name? 23
3. Is your company a local office for a company, a division or subsidiary of a company? Yes ____ No x
4. If yes, provide the name and location of the company: ____
5. If yes, where will the work be performed? ____
6. Number of employees at office where work will be performed 23
7. What is the Proposers primary business? Public Accounting & Audit
8. Primary markets served: Government Agencies, Architectural firms, Healthcare & Not-for-profit
9. Type of business: S- Corp (such as corporation, S corporation, LLP, etc.)

10. State and date of incorporation: Florida - November 1986

11. Number of employees: 23

12. Has the company, its principals, officers or predecessor organization(s) been debarred or suspended from proposing by any governmental entity in the past 5 years? Yes____ No x

13. Has the company ever been convicted of a federal offense or moral turpitude: If yes, please explain: N/A

14. Have any litigation, claims or lawsuits (civil or criminal) been filed against your company in the past 5 years, If yes, identify all where your company has either settle or an adverse judgment has been issued against your company. Identify the year basis for the claim or judgment & settlement unless the value of the settlement is covered by a written confidentiality agreement. (use additional pages if necessary)

N/A

15. 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. If yes, provide details:

N/A

16. Has your company been assessed liquidated damages, had a contract terminated for default or convenience in the past five (5) years? Yes ____ No x (If yes, provide an attachment that provides an explanation of the project and an explanation.)

17. Has your company or predecessor company been involved in a bankruptcy (voluntary or involuntary), which has been filed by or against the Proposer , its parent or subsidiaries, during the past seven (7) years? Yes ____ No x (If yes, provide an attachment describing the disposition of each such petition.)

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

Rodriguez, Trueba & Co., CPA, PA
Name of Proposer

By: ______________________ October 8, 2016
Signature of Authorized Officer Date

Carlos M. Trueba | Engagement Parter / Secretary
Printed Name | Title

PROPOSER'S EXPERIENCE FORM

Proposing Firm: Rodriguez, Trueba & Co., CPA, PA

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of Doral

Address of Client: 5301 NW 53rd Terrace Doral, FL 33166

Type of Entity: Public X Private ________

Description of Work: Single Audit, Governmental Audit, CAFR, Consulting

Total Value of Contract: $265,000 Multiple Fund Sources: Yes N/A No N/A

Term of Contract (including effective date & no. of years): September 2015 - 5 Year Contract

Option to Renew (OTR) years included: Yes ______ No X OTR years exercised: N/A

Is the contract ongoing or completed? ongoing

Services provided as prime contractor or subcontractor: Prime contractor

Proposer's office location that performed the work under the contract: 1985 NW 88th Court, Suite 101

Did any of the Key Personnel proposed in the Response work on the contract: Yes X No ______

If yes, list the name(s): Carlos Trueba, Gerry Donates, and Frances Cabrera

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

Rodriguez, Trueba & Co., CPA, PA

Firm Name

By: Mariano J. Rodriguez

Signature of Authorized Officer

October 8, 2016

Date

Mariano J. Rodriguez

Printed Name

Contact Partner

Title

PROPOSER'S EXPERIENCE FORM

Proposing Firm: Rodriguez, Trueba & Co., CPA, PA

Proposer shall complete a separate copy of this form for each contract required in order to meet the minimum qualification requirements as stipulated Section 4.5 of the RFP.

Contract Details:

Client Name: City of West Miami

Address of Client: 501 SW 62nd Avenue Miami, Florida 33144

Type of Entity: Public X Private ____

Description of Work: Basic Financial Audit, Preparation of Financial Statements

Total Value of Contract: $700,000 Multiple Fund Sources: Yes N/A No N/A

Term of Contract (including effective date & no. of years): 1996 - 2018

Option to Renew (OTR) years included: Yes X No ____ OTR years exercised: N/A

Is the contract ongoing or completed? ongoing

Services provided as prime contractor or subcontractor: Prime contractor

Proposer's office location that performed the work under the contract: 1985 NW 88th Court, Suite 101

Did any of the Key Personnel proposed in the Response work on the contract: Yes X No ____

If yes, list the name(s): Carlos Trueba, Gerry Donates, Frances Cabrera

By signing below Proposer certifies that the information contained in this Form is accurate and complete.

Rodriguez, Trueba & Co., CPA, PA
Firm Name

By: Mariano J. Rodriguez
Signature of Authorized Officer

October 8, 2016
Date

Mariano J. Rodriguez
Printed Name

Contact Partner
Title

RFP 2016-46 PROPOSER'S REFERENCE FORM

Proposers shall utilize this form to provide additional references beyond the minimum required in Section 4.5.

Name of Client Entity: The School Board of Miami -Dade County - Su contractor

Address: 801 Brickell Avenue, Suite 1050

City/State/Zip: Miami, Florida 33131

Contact: Donnovan Maginley, CPA

Title: Partner

Email Address: donnovan.maginley@rsmus.com

Telephone: 305-442-8801

Scope of Work: CAFR, Financial Audit, Governmental Audit, Federal & State Single Audit

Project Start/End Dates: 2011- 2015 and 2016 - 2020

Contract Amount: $ 165,000

Name of Client Entity: Miami -Dade County , Florida - General Fund - Subcontractor

Address: 801 Brickell Avenue, Suite 1050

City/State/Zip: Miami, Florida 33131

Contact: Donnovan Maginley, CPA

Title: Partner

Email Address: donnovan.maginley@rsmus.com

Telephone: 305-442-8801

Scope of Work: CAFR, Financial Audit, Governmental Audit

Project Start/End Dates: 2011- 2015 and 2016 - 2020

Contract Amount: $ 480,000

Name of Client Entity: City of Miami, Florida - Subcontractor

Address: 801 Brickell Avenue, Suite 1050

City/State/Zip: Miami, Florida 33131

Contact: Donnovan Maginley, CPA

Title: Partner

Email Address: donnovan.maginley@rsmus.com

Telephone: 305-442-8801

Scope of Work: CAFR, Financial Audit, Governmental Audit

Project Start/End Dates: 2014 - 2019

Contract Amount: $ 120,000

PROPOSER'S TEAM AND KEY PERSONNEL FORM

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

Proposer must provide a response to for all items below. The failure to provide the requested information may adversely impact the evaluation of the Response or render the Response non-responsive.

1. Proposer shall complete the following chart, which is to be sorted by "Classification" for each of the Key Personnel. (If additional space is required use a separate page following the same format.

SEE SECTION 4, PAGE 8 or SECTION 9 PAGE 47. WE ATTACHED SUPPLEMENTAL SCHEDULE AS INFORMATION DID NOT FIT IN THESE BOXES.

Name and Classification	Area of Responsibility	Years of Audit Experience	Years of Government Audit Experience	Number of hours to be assigned to performing the Services	In compliance with GAGAS CPE requirements (Yes/No)

2. In the space provided below explain the Proposer's ability and resources to substitute personnel with equal to or more qualifications as the Key Personnel they will substitute for, where required by attrition, turnover, or request by the Town.

In addition to the team and key personnel as listed, the firm has at a minimum three additional personnel, with equal or more qualifications as the key personnel, which will be available to substitute as required or requested.

3. Provide the requested information for all audit engagement commitments for the Key Personnel during the Town's Audit Periods.

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement

SEE SECTION 4, PAGE 9 or SECTION 9 PAGE 48. WE ATTACHED SUPPLEMENTAL SCHEDULE AS INFORMATION DID NOT FIT IN THESE BOXES.

By signing below Proposer certifies that the information contained in this Form is accurate and complete and confirms that the Key Personnel will be available and dedicated to the Services to be performed under the Agreement.

Rodriguez, Trueba & Co., CPA, PA
Firm Name

By: Mariano J. Rodriguez
Signature of Authorized Officer

October 8, 2016
Date

Mariano J. Rodriguez
Printed Name

Contact Partner
Title

RFP 2016-46

PROPOSER'S TEAM & KEY PERSONNEL

iii. Proposer's Team and Key Personnel Form – Response to #1

Name and Classification	Role / Areas of Responsibility	Years of Audit Experience	Years of Government Audit Experience	Number of Hours to be Assigned to Performing the Services	In Compliance with GAGAS CPE Requirements (Yes/No)
Mariano J. Rodriguez, CPA, Contact Parnter	Be the contact person and oversee the communication with the Town on behalf of the firm.	30+	25+	0	Yes
Carlos M. Trueba, CPA, Engagement Partner	Responsible for the engagement and its performance and for the auditor's report that is issued on behalf of the firm.	30+	30+	30	Yes
Jarnette G. Rodriguez, CPA, Concurring Review Partner	Objectively evaluate the significant judgments the engagement team made and the conclusions it reached in formulating the auditor's report.	20+	20+	10	Yes
Gerardo J. Donates, CPA, Audit Manager	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.	12	12	80	Yes
Mr. Ashley Jones, Senior Auditor	Assist the engagement partner and audit manager in the supervision of staff, including informing the engagement team members of their responsibilities, completing substantive testing and analysis of more complex areas of the audit, 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 conclusions reached.	4	4	80	Yes
Frances Cabrera, Auditor	Completion of internal control testing and substantive	2	2	100	Yes

RFP 2016-46

PROPOSER'S TEAM & KEY PERSONNEL

iii. Proposer's Team and Key Personnel Form – Response to #3

Name	Area of Responsibility	Commitment Hours	Client	Period of Engagement
Mariano J. Rodriguez, CPA	Engagement / audit reports	40	Wantman Group, Inc.	FYE 12/31/2016
Carlos M. Trueba, CPA	Engagement / audit reports	20	City of West Miami	FYE 9/30/16
Carlos M. Trueba, CPA	Engagement / audit reports	30	City of Sweetwater	FYE 9/30/16
Carlos M. Trueba, CPA	Engagement / audit reports	40	Sunshine Gasoline Distributors	FYE 12/31/16
Jarnette G. Rodriguez, CPA	Engagement / audit reports	40	City of Doral	FYE 9/30/16
Gerardo J. Donates, CPA	Planning, supervision and review	40	City of West Miami	FYE 9/30/16
Gerardo J. Donates, CPA	Planning, supervision and review	40	City of Sweetwater	FYE 9/30/16
Gerardo J. Donates, CPA	Planning, supervision and review	60	City of Doral	FYE 9/30/16
Mr. Ashley Jones	Substantive testing and supervision of staff	80	City of West Miami	FYE 9/30/16
Mr. Ashley Jones	Substantive testing and supervision of staff	60	City of Sweetwater	FYE 9/30/16
Frances Cabrera	Internal control testing and substantive testing	80	City of Doral	FYE 9/30/16
Frances Cabrera	Internal control testing and substantive testing	60	Sunshine Gasoline Distributors	FYE 12/31/16

RFP 2016-46

iv. Price Proposal Form (Page 49)

The Price Proposal Form has been included separately in a sealed envelope. This was replaced to represent Page 49 of the Price Proposal Form.

RFP 2016-46

iv. Price Proposal Form (Page 50)

The Price Proposal Form has been included separately in a sealed envelope. This was replaced to represent Page 50 of the Price Proposal Form.

CERTIFICATE OF AUTHORITY
(IF CORPORATION)

I HEREBY CERTIFY that at a meeting of the Board of Directors of Rodriguez, Trueba & Co., CPA, PA, a corporation organized and existing under the laws of the State of Florida, held on the ___day of November, 1986, a resolution was duly passed and adopted authorizing (Name) Mariano J. Rodriguez as (Title) President of the corporation to execute proposals on behalf of the corporation and providing that his/her execution thereof, attested by the secretary of the corporation, is the official act and deed of the corporation. I further certify that said resolution remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th, day of October, 20 16.

Secretary: __________ Print: Carlos M. Trueba

CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)

I HEREBY CERTIFY that at a meeting of the Board of Directors of ____________________, a partnership organized and existing under the laws of the State of ________, held on the ___day of _____, ____, a resolution was duly passed and adopted authorizing (Name)____________as (Title)__________ of the to execute proposals on behalf of the partnership and provides that his/her execution thereof, attested by a partner, is the official act and deed of the partnership.

I further certify that said partnership agreement remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this ____, day of __________, 20____.

Partner: ________________ Print: ________________

CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)

Joint ventures must submit their joint venture agreement indicating that the person signing the Proposal is authorized to sign RFP documents on behalf of the joint venture and submit the appropriate Certificate of Authority (corporate, partnership, or individual).

CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)

I HEREBY CERTIFY that, I (Name)____________________, individually and doing business as (d/b/a) ____________________ (If Applicable) have executed and am bound by the terms of the Proposal to which this attestation is attached.

IN WITNESS WHEREOF, I have hereunto set my hand this ______, day of ______________, 20____.

Signed: ____________________ Print: ____________________

NOTARIZATION

STATE OF Florida)

) SS:

COUNTY OF Miami-Dade)

The foregoing instrument was acknowledged before me this 8th day of October, 20 16, by Mariano J. Rodriguez, who is personally known to me or who has produced (Personally known) as identification and who (did/did not) take an oath.

SIGNATURE OF NOTARY PUBLIC

STATE OF FLORIDA

Notary Public State of Florida
Jennifer A Manjarres
My Commission FF 914123
Expires 10/03/2019

PRINTED, STAMPED OR TYPED

NAME OF NOTARY PUBLIC

RFP 2016-46

ADDENDUM ACKNOWLEDGEMENT FORM

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

Addendum No. 1,	Dated 9/20/2016
Addendum No. 2,	Dated 9/23/2016
Addendum No. 3,	Dated 10/3/2016
Addendum No. 4,	Dated 10/5/2016
Addendum No. 5,	Dated 10/7/2016
Addendum No. ____,	Dated ____________
Addendum No. ____,	Dated ____________
Addendum No. ____,	Dated ____________
Addendum No. ____,	Dated ____________

5 No Addendum issued for this RFP

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

Signature: Mariano J. Rodriguez

Printed Name/Title: Mariano J. Rodriguez

MIAMI LAKES
Growing Beautifully

Town of Miami Lakes

RFP 2016-46 Independent Auditing Services, Addendum #1

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. 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 and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

Questions (6 of 6)

1. What were the audit fees paid for FY 2015 and FY 2014 and did that include any special or additional billing?

   The Town paid $44,000 in audit fees for FY 2014 and $45,500 for FY 2015. In FY 2015, the Town paid an extra $375 for the Youth Center 990-N. The Miami Lakes Foundation 990-N was included in the price.

2. If additional billings were required, what were the services related?

   Information included in Answer to Question 1.

3. Who will be the members of the selection committee?

   Please reference the attached appointment resolution.

4. Will the Town be subject to a Federal Single Audit and/or a Florida Single Audit for FY 2016 and beyond?

   There is a great probability that the Town will be subject to a Federal/Florida Single Audit, especially beyond 2016.

5. Can the current auditor, respond to this RFP? Is there a mandatory auditor rotation?

   Yes, the current auditor can respond. No, there is no legal requirement for the mandatory rotation of auditors.

6. 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?

   Please see the attached IRS 990-N for the Miami Lakes Town Foundation. The latest IRS 990-N form for the Youth Center is being prepared for submission.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Mariano A Rodriguez
Name of Signatory

Contact Partner - President
Title

10/8/16
Date

[signature]
Signature

Rodriguez, Trueba & Co.
Name of Proposer

Christina Semeraro, MPA, CPPB
Procurement Manager

MIAMI LAKES
Growing Beautifully

Town of Miami Lakes

RFP 2016-46 Independent Auditing Services, Addendum #2

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. 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 and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

Clarifications

1. The answer to Question #1 of Addendum No. 1 has been clarified as follows:

   Both the Miami Lakes Foundation and the Youth Center 990's were separate from the audit price at $375 each.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Mariano A Rodriguez
Name of Signatory

Contact Partner - President
Title

10/8/16
Date

[signature]
Signature

Rodriguez, Trueba & Co.
Name of Proposer

Christina Semeraro, MPA, CPPB
Procurement Manager

Town of Miami Lakes

RFP 2016-46 Independent Auditing Services, Addendum #3

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. 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 and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

Questions (3 of 3)

1. On page 7 of 45 in section 2.15 "Execution of Response" it states that "Partnerships must furnish also furnish documentation demonstrating the partner's authority to sign on behalf of the partnership." Would the Town clarify what documentary evidence would be acceptable to meet this requirement?

   Answer: Options include an affidavit of signatory authority executed by authorized agents of the respective firms involved in the partnership or other notarized articles establishing such authority.

2. On page 26 of 45 the Town is asking the following: "Multiple Fund Sources: Yes _______ No ______". Is this asking if the audit fee was allocated by the client to multiple funds?

   Answer: Proposers can write "N/A" for this item as the information is not applicable to this procurement.

3. On Page 16 of 45 it states "Complete the Proposer's Qualifications form". Is this the same as the "Proposer's Experience Form"? If not, where would we be able to find the "the Proposer's Qualifications form"?

   Answer: Please disregard the reference to a Proposer Qualifications Form, as it does not exist. The "Proposer Information Form" on RFP page 24 serves this purpose.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Mariano J Rodriguez
Name of Signatory

Contact Partner President
Title

10/8/16
Date

[signature]
Signature

Rodriguez, Trueba & Co.
Name of Proposer

Christina Semeraro, MPA, CPPB
Procurement Manager

MIAMI LAKES
Growing Beautifully

Town of Miami Lakes

RFP 2016-46 Independent Auditing Services, Addendum #4

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. 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 and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

Questions (1 of 1)

1. Page 18 of 45 of the RFP indicates that there is a section 9 titled Forms/Affidavits that is required for the proposal. There are forms included in that section that are also requested in other sections of the proposal such as the Proposer Information Form that is requested in the proposer's qualifications section and the proposer experience form that is requested under the proposer's experience & past performance section. Would the Town like the forms repeated in section 9?

   Answer: Forms listed on Page 18, Article 9 need to be provided only once per proposal; they do not need to be duplicated in multiple sections. The referenced Article is a listing of all the necessary forms required to be included in your proposal package.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Mariano A. Rodriguez	[signature]
Name of Signatory	Signature
Contact Partner President	Rodriguez, Trueba & Co.
Title	Name of Proposer
10/8/16	
Date	

Christina Semeraro, MPA, CPPB
Procurement Manager

MIAMI LAKES
Growing Beautifully

Town of Miami Lakes

RFP 2016-46 Independent Auditing Services, Addendum #5

Closes: 11:00 AM EST Wednesday, October 12, 2016

This addendum is incorporated into and made a part of the Request for Proposals ("RFP") 2016-46. 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 and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

Questions (17 of 17)

1. Can you provide a copy of the last auditor's contract?
   Answer: Available at the following link under "2011-15PSA" http://miamilakes-fl.gov/index.php?option=com_content&view=article&id=148&Itemid=357

2. Please provide the auditor's last engagement letter.
   Answer: Reference attachment to this addendum.

3. Can you provide the audit reports for the last two fiscal years along with corresponding management letters?
   Answer: Available at the following link, scroll to the bottom of the page: http://miamilakes-fl.gov/index.php?option=com_content&view=article&id=64&Itemid=348

4. How much were the audit fees for each year of the last contract period, or, at a minimum, for the last 3 years?
   Answer: Reference answer to #1 above, Page 22.

5. What is the budget for the FYE 2016 audit?
   Answer: $52,175

6. Can the previous auditors bid again?
   Answer: Reference Addendum No. 1.

7. How long were the auditors in the field?
   Answer: Three weeks max.

8. What months were the auditors were in the field?
   Answer: Reference RFP Article 3.2A(b).

9. What were the auditor's total hours?
   Answer: Information not available.

10. Does the organization expect changes in federal, state or local funding that will impact reporting requirements?
    Answer: As referenced in RFP Section 3.2A(d), OMB 133 is what we are aware of at this time.

11. Has there been a change in finance/accounting department key personnel in the last two years?
    Answer: Not relevant.

12. Will staff or auditors be responsible for preparing the financial statements and notes, thereto?
    Answer: Refer to RFP Sections 3.2 and 3.3.

13. When will the books be closed and when will the auditors be able to get the final trial balance?
Answer: Trial balance should be provided by the end of Dec. and first week of January.

14. Who will make up the selection committee?
Answer: Reference Addendum No. 1.

15. For the original copy of the proposal, can electronic signatures be used?
Answer: No. Reference RFP Article 2.15.

16. For the original and all other copies of the proposal, can digitally-certified signatures be used?
Answer: No. Reference RFP Article 2.15.

17. Section 2.12 states "modification of, retyping, or any alterations to the Town Forms will result in the rejection of a Response as non-responsive". If we cross out the page numbers on the forms so that they correspond with our document, does that count as a modification?
Answer: It would not constitute a "material" modification but it may create confusion during the review process so it should be avoided. Proposer's own page numbers can be placed in a different location, ie. Top right-hand corner of the page. Proposer does not need to replicate the entire RFP in their proposal packages.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

Mariano A. Rodriguez	
Name of Signatory	Signature
Contact Partner President	Rodriguez, Trueba & Co.
Title	Name of Proposer
10/8/16	
Date	

Christina Semeraro, MPA, CPPB
Procurement Manager

PROPOSER'S AFFIDAVIT

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.

Last name	First name	Relationship
Mingo	Frank	Business - 1040 client
Cid	Manny	Business - Minority Partner of a corporate client

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

Last name	First name	Relationship

Authorized Signature

October 8, 2016

Date

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }

} SS:

COUNTY OF MIAMI-DADE }

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, CPA

Title: Contact Partner

Sworn and subscribed before this

8th day of October, 20 16

Notary Public, State of Florida

Jennifer A. Manjarres

(Printed Name)

Notary Public State of Florida
Jennifer A Manjarres
My Commission FF 914123
Expires 10/03/2019

My commission expires: ______

NON-COLLUSIVE AFFIDAVIT

State of Florida }

} SS:

County of Miami-Dade }

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) The 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:

E Del Rio

Witness

Juan Mattews

Witness

By: Mariano J Rodriguez

Mariano J. Rodriguez, CPA

(Printed Name)

Contact Partner (Title)

NON-COLLUSIVE AFFIDAVIT (CONTINUED)

ACKNOWLEDGMENT

State of Florida)

) SS:

County of Miami-Dade)

BEFORE ME, the undersigned authority, personally appeared ___________ 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 ___executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 8th day of October, 2016.

My Commission Expires:

Notary Public State of Florida
Jennifer A Manjarres
My Commission FF 914123
Expires 10/03/2019

Notary Public State of Florida at Large

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.

1. This sworn statement is submitted to the Town of Miami Lakes

by Mariano J. Rodriguez, CPA - Contact Partner

[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, Florida 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: ____________________)

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, will 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 will 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.]**

X 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.

Mariano J Rodriguez

Signature of Entity Submitting Sworn Statement

Sworn to and subscribed before me this 8th day of October, 2016.

Personally known Mariano J. Rodriguez

OR produced identification ______________ Notary Public – State of Florida

personally Known

(type of identification)

My commission expires 10/03/19

Notary Public State of Florida
Jennifer A Manjarres
My Commission FF 914123
Expires 10/03/2019

(Printed, typed or stamped commissioned name notary public)

CONFLICT OF INTEREST AFFIDAVIT

State of Florida }

} SS:

County of Miami-Dade }

Mariano J. Rodriguez being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of Rodriguez, Trueba & Co., CPA, PA, the Bidder that has submitted the attached Bid/Proposal and certifies the following;

Bidder certifies by submitting its Bid that no elected official, committee member, or employee of the Town has a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Town employee, nor any elected or appointed officer (including Town committee members) of the Town, nor any spouse, parent or child of such employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Bidder and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Bidder/Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Bidder. Any contract award containing an exception to these above described restrictions must be expressly approved by the Town Council. Further, Bidder recognizes that with respect to this solicitation, if any Bidder violates or is a party to a violation of the ethics ordinances or rules of the Town, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Town, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Bidder/Proposer may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Town. The terms "Bidder" as used herein, include any person or entity making a bid herein to Town or providing goods or services to Town.

Bidder further certifies that the price or prices quoted in the attached Bid 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:

E Del Rio

Witness

By: Mariano J Rodriguez

Mariano J. Rodriguez, CPA

(Printed Name)

Contact Partner

(Title)

BEFORE ME, the undersigned authority, personally appeared ____________ 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 8th day of October, 20 16.

My Commission Expires:

Notary Public State of Florida
Jennifer A Manjarres
My Commission FF 914123
Expires 10/03/2019

Notary Public State of Florida at Large

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).

4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Rodriguez, Trueba & Co., CPA, PA

BUSINESS NAME

FIRM'S SIGNATURE

POLITICAL ACTIVITY AFFIDAVIT

State of Florida }

} SS:

County of Miami-Dade }

Mariano J. Rodriguez being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of Rodriguez, Trueba & Co., CPA.PA, the Proposer(s) that has submitted the attached Proposal and certifies the following;

Proposer(s) certifies by submitting its Proposal that if selected to provide Lobbying Services on behalf of the Town of Miami Lakes ("Town") that the owner, employees or any representatives of the Proposer **will not** participate or be involved in any political activities related to the election of any individual running for a political office in the or advocate or express their personal opinions on any issues affecting the Town. The limitation on involvement in political activities in the Town includes but is not limited to:

- Campaigning on behalf of or against any candidate or slate of candidates seeking, or currently holding an elected office in the Town.
- Expressing opinions, written or oral, about, in support of, or against any candidate, or slate of candidates seeking, or currently holding an elected office in the Town.
- Advocate or expound any personal opinions in favor of or against any issues affecting the Town.
- Contribute money, directly or indirectly, to any candidates or slate of candidates seeking, or currently holding an elected office in the Town.
- Seek, offer, or request political contributions for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Provide any direct, indirect, or in-kind goods or services to any candidate seeking or currently holding an elected office in Town. This includes any political action committees, independent groups or individuals supporting, or against any candidate or slate of candidates current an elected office holder.
- Organize, attend or participate in political fundraising functions, or other similar activities for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- May not directly or indirectly promote or seek donations or funding for any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Organize, participate in, or attend political rallies, or meetings related to any candidate or slate of candidates seeking or currently holding an elected office in the Town.
- Use their authority or influence to participate or interfere with an election in the Town.
- Distribute campaign material on behalf of any candidates or slate of candidates for an elected office in the Town.

- Circulate nominating or recall petitions for any candidate seeking or currently holding an elected office in the Town.
- Advocate to have any individual appointed to or removed from any Town Committee.

Further, Proposer(s) recognizes that with respect to this solicitation, if any Proposer(s) violates or is a party to a violation of any of the requirements of this Affidavit that its contract with the Town may be terminated for default and that the Proposer(s) may be further disqualified from submitting any future bids or proposals for services to the Town. The terms "Proposer" as used herein, include any person or entity making a Proposal herein to the Town to provide services to Town.

Where the Proposer is comprised of a Team as defined in the RFP the Affidavit must be submitted for each company comprising the Team.

Signed, sealed and delivered in the presence of:

E Del Rio
Witness

Juan Mattews
Witness

By: Mariano J Rodriguez

Mariano J. Rodriguez, CPA
(Printed Name)

Contact Partner
(Title)

BEFORE ME, the undersigned authority, personally appeared ____________ 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 8th day of October, 2016.

My Commission Expires:

Notary Public State of Florida
Jennifer A Manjarres
My Commission FF 914123
Expires 10/03/2019

Notary Public State of Florida at Large

INCUMBENCY CERTIFICATE

I, Carlos M. Trueba, as Secretary of Rodriguez, Trueba & Company, C.P.A., P.A., do hereby certify as follows:

The shareholders of all issue and outstanding voting and non-voting stock of this corporation are: Mariano J. Rodriguez, and Carlos M. Trueba;

The directors of the corporation are: Mariano J. Rodriguez and Carlos M. Trueba; and

The officers of the corporation are: Mariano J. Rodriguez, President; and Carlos M. Trueba, Vice-President and Secretary.

IN WITNESS WHEREOF, I have subscribed my name and affixed the seal of the corporation in Pembroke Pines, Broward County, Florida, this 26th day of January, 1996.

Carlos M. Trueba, Secretary

I HEREBY CERTIFY that the above is true and correct.

Mariano J. Rodriguez, President

STATE OF FLORIDA :
: ss :
COUNTY OF BROWARD :

The foregoing instrument was sworn to, subscribed and acknowledged before me this 26th day of January, 1996, by Carlos M. Trueba (who produced a Florida driver's license as identification), as Secretary, and Mariano J. Rodriguez (who produced a Florida driver's license as identification), as President, of Rodriguez, Trueba & Company, C.P.A., P.A., on behalf of the corporation.

Stuart A. Cohen
Notary Public - State of Florida

Commission No.: CC203697
My Commission Expires: 05-26-96

See Section 2, Page 3. This is the proof that Carlos M. Trueba is the Secretary of the Corporation.

RFP 2016-46
PRICE PROPOSAL FORM

<<< This form to be provided in a separate sealed envelope >>>

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 5.B.i. of the RFP.

1. Total Price for the FY ending September 30, 2016: $ 42,000
2. Total Price for the FY ending September 30, 2017: $ 43,000
3. Total Price for the FY ending September 30, 2018: $ 44,000

Combined Total Price for the Initial Agreement Term: $ 129,000

Total Amount written in words One hundred and twenty nine thousand dollars

B. Initial Agreement Term Hourly Rate for Additional Services

Classification	FY Ending Sept. 30, 2016	FY Ending Sept. 30, 2017	FY Ending Sept. 30, 2018
Partner/Principal	$275	$275	$275
Senior Manager			
Manager	$175	$175	$175
Senior Auditor	$150	$150	$150
Auditor	$100	$100	$100
Jr. Auditor			
Clerical Support*	$50	$50	$50
Staff[1]	$75	$75	$75
Staff[2]			
Staff[2]			

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

C. Audit Prices for Option to Renew Years

1. Total Price for the FY ending September 30, 2019: $ 45,000
2. Total Price for the FY ending September 30, 2020: $ 46,000

Continued-- PRICE PROPOSAL FORM

D. Option to Renew Term Hourly Rate for Additional Services

Classification	FY Ending Sept. 30, 2019	FY Ending Sept. 30, 2020
Partner/Principal	$300	$300
Senior Manager		
Manager	$200	$200
Senior Auditor	$150	$150
Auditor	$125	$125
Jr. Auditor		
Clerical Support*	$50	$50
Staff[1] Accounting	$75	$75
Staff[2]		
Staff[2]		

[1]For work directly related to the additional services & does not include such items as filing, processing, invoices or similar general work. [2]Staff 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

Firm Name

By: Mariano J. Rodriguez

Signature of Authorized Officer

October 8, 2016

Date

Mariano J. Rodriguez

Printed Name

Contact Partner

Title

<<< This form to be provided in a separate sealed envelope >>>