Keefe McCullough
CPA's + Trusted Advisors

6550 N. Federal Highway
4th Floor
Fort Lauderdale, FL 33308

support@KMCcpa.com

www.KMCcpa.com

954.771.0896

PROJECT PROPOSAL

for Auditing Services

Prepared for

Town of Miami Lakes
6601 Main Street
Miami Lakes, FL 33014
T: 305.364.6100 E: semeraroc@miamilakes-fl.gov

Issued date
10.12.2016

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PROPOSER INFORMATION FORM

Section I

6550 N. Federal Highway
4th Floor
Fort Lauderdale, FL 33308

support@KMCcpa.com

www.KMCcpa.com

954.771.0896

RFP 2016-46

PROPOSER INFORMATION FORM

RFP TITLE: Independent Auditing Services RFP No. : 2016-46

Proposer: Keefe McCullough

Name: Keefe McCullough

Address: 6550 N Federal Hwy, 4th Floor, Ft. Lauderdale, FL 33308

FEIN #: 59-1363792 Florida Corporation No.: _____

Proposer's Contact Person: Mr. William G. Benson, C.P.A.

Name: Mr. William G. Benson, C.P.A.

Title: Partner

Telephone #: 954-771-0896 E-Mail: Bill.Benson@kmccpa.com

Questionnaire:

1. How many years has your company been in business? 45
2. How many years has your company been in business under its current name? 45
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 65
7. What is the Proposers primary business? Accounting
8. Primary markets served: Governments, Schools and Not-For-Profits
9. Type of business: Partnership (such as corporation, S corporation, LLP, etc.)

10. State and date of incorporation: Florida 1971

11. Number of employees: 65

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: No

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)

No

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:

No

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.

Keefe McCullough
Name of Proposer

By: William G. Benson, C.P.A.
Signature of Authorized Officer

Oct. 10 2016
Date

William G. Benson, C.P.A.
Printed Name

Partner
Title

Successful auditors share the Town's commitment to excellence

PROPOSER'S QUALIFICATIONS

Section II

i. Complete the Proposer's Qualifications form.

As stated in Addendum 3, this form is not required.

ii. Describe the results of all desk reviews of field reviews performed by Federal or State agencies within the past five (5) years. Disclose whether any disciplinary action has been taken against the Proposer as a result of these reviews. Provide a current status report on the situation.

Because our firm performs a substantial number of "Yellow Book" type engagements, we routinely receive desk reviews from various State of Florida departments (DCF, FDOT or DOEA). We have had no field reviews during the last five years.

iii. Describe any other Proposer's experience, not covered by any of the stated submittal requirements of the RFP, related to the Services to be performed that the Proposers believe are unique to its organization and would benefit the Town.

Keefe McCullough has grown as a firm for over forty-five (45) years and we are located in Fort Lauderdale to serve the South Florida area. Our office consists of nine partners, approximately sixty-five professional accounting staff members and administrative support personnel.

Our practice includes audit and review engagements, tax planning and tax return preparation, small business accounting, investment advisory services and consulting services. We believe our sustained growth can be attributed to our ability to give each client, regardless of size, personalized and timely service of the highest quality.

Our firm's attention does not cease when your financial statements have been completed. We will be accessible to you throughout the year to provide consulting services, tax advice and return preparation or other necessary services when they are needed.

We believe that our excellent record of engagement tenure is indicative of the quality and continuity of our service level, our flexibility in handling growth situations, and our ability to deal with changing client management and personnel.

Further, we have substantial experience in the areas of internal control and compliance auditing in accordance with Government Auditing Standards ("The Yellow Book"), Federal Single Audits in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, the Florida Single Audit Act, and the Rules of the Auditor General of the State of Florida. Due to the concentration of this type of work in our practice, we provide each of our Governmental and non-profit accounting staff members with at least eighty hours of continuing professional education every two years, which directly relates to governmental, other "Yellow Book" audit engagements, or the audit and attestation environment.

PROPOSER'S INFORMATION

Section III

i. Proposer's acknowledgement of compliance with the standards of auditor independence, pursuant to Florida Statute 473.315 and Florida Administrative Order 61 H1-21.001.

Keefe McCullough is in compliance with the standards of auditor independence, pursuant to Florida Statute 473.315 and Florida Administrative Order 61 H1-21.001.

ii. Confirmation that Proposer and all proposed key personnel (including subcontractors) primarily responsible for the timely completion of the segment audit (i.e., Audit Partners, Audit Manager) meet the appropriate guidelines for independence, pursuant to Florida Statute 473.315 and Florida Administrative Order 61 H1-21.001.

Keefe McCullough and all proposed personnel responsible for the completion of the Town's audit engagement meet the guidelines of independence, pursuant to Florida Statute 473.315 and Florida Administrative Order 61 H1-21.001.

iii. Assurance that Proposer and all proposed key personnel (including subcontractors) primarily responsible for the timely completion of the segment audit (i.e., Audit Partners, Audit Managers, Seniors and staff) shall maintain their independence throughout the Town's audit engagement.

In order to ensure we maintain the independence of our firm and key personnel responsible for the Town's audit engagement our entire staff complete independence certifications semi-annually to confirm their independence in accordance with our Quality Control Document.

PROPOSER'S TEAM & KEY PERSONNEL

Section IV

i. Provide a table of organization showing all key personnel to be assigned to the Project, which also reflects the reporting structure of the Team. Key Personnel include Partners, Managers, auditors or any other professional staff that will perform Services under the Agreement.

Our proposed audit team is comprised of the following principal supervisory and management staff:

Israel J. Gomez, C.P.A.	Engagement Partner
William G. Benson, C.P.A.	Second Review Partner
Marc A. Grace, C.P.A.	Manager
Krista A. Micocci	Supervisor

Each team member reports to the staff member listed above them in the above list.

ii. Complete the Proposer's Team and Key Personnel Form.

We have completed the Proposer's Team and Key Personnel Form and have included it in section X for your review.

iii. Provide a brief job description of each position classification, including the experience requirements to hold the position.

Below are brief descriptions of the position classifications we have in our firm:

Position	Education & Experience	Job Requirements
Staff Accountant	College Graduate	
Senior	College Graduate & 2 years experience	Supervise staff accountants & demonstrate ability to plan and run small and medium size engagement.
Supervisor	College Graduate & 4 years experience	Supervisor staff accountants and seniors, demonstrate ability to plan, administer and review small and medium size engagements and demonstrate ability to handle technical issues and reporting complexities.
Manager	College Graduate, 5 years experience, & CPA certification	Supervise staff accountants, seniors and supervisors, , demonstrate ability to plan, administer and review all engagements, demonstrate ability to handle technical issues and reporting complexities, and demonstrate ability to build own client following.
Partner	College Graduate, 8 years experience & CPA certification	Supervise staff accountants, seniors, supervisors and manager , demonstrate ability to plan, administer and review all engagements, demonstrate ability to handle technical issues and reporting complexities, and possess own client following with ability to increase that base.

iv. One page resume for each of the Key Personnel that includes prior applicable/comparable experience (including governmental experience), a description of the responsibilities, experience to hold their position, including academic qualifications.

A profile of each audit team member is included at the end of this section, which lists specific governmental experience, qualifications, continuing professional education and memberships in professional organizations relevant to the performance of the audit. Please refer to the previous question for a description of the responsibilities and experience requirements for each position within our firm. We have experienced very low turnover of our professional accounting staff members and our firm philosophy emphasizes direct partner involvement in each engagement including various phases of the audit fieldwork and review processes. We believe this partner involvement positively impacts engagement staff continuity.

v. Provide copies of applicable license and certifications for all key personnel.

All staff designated at as a C.P.A. is licensed to practice in Florida. We have attached copies of these licenses at the end of this section.

ISRAEL GOMEZ, C.P.A.
Partner

EXPERIENCE

15 years at Keefe McCullough

EDUCATION

B.B.A. (Accounting) University of Puerto Rico

PROFESSIONAL ORGANIZATIONS

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants
Government Finance Officers Association (U.S. and South Florida Chapters)

COMMUNITY LEADERSHIP

North Springs Little League
(sponsor and coach)

Coral Springs Winter Basketball
(*sponsor and coach)*

Israel Gomez has attended seminars and courses dealing with accounting and audit problems, reporting and disclosure issues. These courses include accounting and reporting for nonprofit organizations, governmental entities and the federal and Florida Single Audit Acts. He is experienced and qualified with respect to "Yellow Book", OMB Circular A-133 and Rules of the Auditor General of the State of Florida compliance auditing reporting. Israel has participated in various seminars and in-house training programs concerning the requirements of GASB-67, Financial Reporting for Pension Plans and GASB-68, Accounting and Financial Reporting for Pensions. In addition, he has assisted municipalities and other governmental entities in planning for and implementing GASB-67 and 68. Israel has been a speaker for several seminars pertaining to current Federal Accounting Standards Board (FASB) and Government Accounting Standards Board (GASB) pronouncements and regulations. He has also assisted various municipalities regarding their participation in the Certificate of Achievement for Excellence in Financial Reporting program.

Keefe McCullough Audit Engagements:

GOVERNMENTS

* City of Aventura, Florida
* City of Coconut Creek, Florida
* City of Key West, Florida
* City of Lake Worth, Florida
* City of Marathon, Florida
* City of South Miami, Florida
* City of Sunny Isles Beach, Florida
* City of Weston, Florida
* Downtown Development Authority
* Islamorada, Village of Islands, Florida
* The Town Foundation, Inc.
* Town of Davie, Florida
* Town of Golden Beach, Florida
* Village of Pinecrest, Florida
* Village of Sea Ranch Lakes, Florida

NOT-FOR-PROFITS

* Achievement and Rehabilitation Centers, Inc.
* American Red Cross of Greater Miami and the Keys, Inc.
* Association for Retarded Citizens of South Florida, Inc.
* BARC Housing, Inc.
* Better Way of Miami, Inc.
* Broward Children's Center, Inc.
* Broward County Chapter of the American Red National Cross, Inc.
* Broward Healthy Start Coalition, Inc.
* Broward Homebound Program, Inc.
* Broward House, Inc.

NOT-FOR-PROFITS *continued*

* CCDH, Inc.
* Center for Family and Child Enrichment, Inc.
* Cerebral Palsy Adult Home, Inc.
* Children's Comprehensive Care Center, Inc.
* The Children's Healing Institute, Inc.
* Children's Services Council of Broward County, Inc.
* Children's Services Council of Palm Beach County, Inc.
* Community Television Foundation of South Florida, Inc.
* The Dan Marino Foundation, Inc.
* Domestic Abuse Shelter, Inc.
* Episcopal Church of St. Mark the Evangelist
* FAU Clinical Practice Organization, Inc.
* The FAU Finance Corporation
* Feeding South Florida, Inc.
* First Presbyterian Continuing Church of Coral Springs, Inc.
* Florida International Academy, Inc.
* Fort Lauderdale Historical Society, Inc.
* Foundation for End of Life Care, Inc.
* Habitat for Humanity of Palm Beach County, Inc.
* The Haven, Inc.
* Healthy Start Coalition of Palm Beach County, Inc.
* Helping Abuse Neglected Disadvantaged Youth, Inc. (HANDY)
* Henderson Center Residential Service, Inc.
* Henderson Behavioral Health Center, Inc.
* Impact Broward, Inc.
* Jerome Golden Center for Behavioral Health, Inc.
* Junior Achievement of South Florida, Inc.
* Lighthouse of Broward County, Inc.
* Place of Hope, Inc.

BILL BENSON, C.P.A.
Managing Partner

EXPERIENCE

33 years at Keefe McCullough

EDUCATION

B.S. (Business Administration & Accounting)
Washington and Lee University

PROFESSIONAL ORGANIZATIONS

American Institute of Certified Public Accountants
Florida Institute of Certified Public Accountants
Florida Government Finance Officers Association

COMMUNITY LEADERSHIP

Food for the Poor
(vice chair of board, treasurer, vice president)

Catholic Community Foundation
(board chair, past treasurer)

Executives at Broward
(past president, treasurer)

Leadership Broward

EXPERIENCE

Bill Benson has attended seminars and courses dealing with accounting and audit problems, reporting and disclosure issues. These courses include accounting and reporting for nonprofit organizations, governmental entities and the federal and Florida Single Audit Acts. He is experienced and qualified with respect to "Yellow Book", OMB Circular A-133 and Rules of the Auditor General of the State of Florida compliance auditing reporting. Bill has experience dealing directly with the State of Florida Department of Children and Families concerning various compliance, audit and other issues. Bill assists his clients in many areas of accounting including restructuring their existing loan agreements and bond indentures, developing annual operating budgets, assisting with their dealings with financial institutions and the development of business plans, financial planning and proforma financial statements.

Keefe McCullough Audit Engagements:

GOVERNMENTS

* Broward County League of Cities, Inc.
* City of Aventura, Florida
* City of Hollywood (Internal audit)
* City of Key West, Florida
* City of Marathon, Florida
* City of Margate, Florida
* City of Miami, Florida
* City of Plantation, Florida
* City of South Miami, Florida
* City of Weston, Florida
* Islamorada, Village of Islands, Florida
* The Town Foundation, Inc.
* Town of Surfside, Florida
* Village of Pinecrest, Florida

SPECIAL TAXING DISTRICTS

* Boynton Village Community Development District
* Coral Springs Improvement District
* Downtown Development Authority
* Fiddler's Creek II Community Development District
* Gateway Services Community Development District
* Heritage Harbour Market Place Community Development District

SPECIAL TAXING DISTRICTS *continued*

* Heritage Harbour South Community Development District
* Hillsboro Inlet District
* Key Largo Fire Rescue and EMS District
* Lake Powell Community Development District
* Landmark at Doral Community Development District
* Lexington Oaks Community Development District
* Meadow Pointe Community Development District
* North Springs Improvement District
* Old Palm Community Development District
* Orchid Grove Community Development District
* Park Place Community Development District
* Sarasota National Community Development District
* South Dade Venture Community Development District
* Stevens Plantation Community Development District
* Stonegate Community Development District
* StoneLake Ranch Community Development District
* Treaty Oaks Community Development District
* University Square Community Development District
* Verandah West Community Development District
* Viera East Community Development District
* VillaSol Community Development District
* Vizcaya Community Development District
* Wentworth Estates Community Development District
* Woodland Hammock Community Development District

MARC A. GRACE, C.P.A.
Manager

EXPERIENCE

11 years at Keefe McCullough
1 year at City of Plantation
2 years at Morgan Stanley

EDUCATION

B.A. (Business Administration) Nova Southeastern University
MACC (Accounting) Nova Southeastern University

OTHER EXPERIENCE

- Attended numerous courses and seminars dealing with accounting and audit problems and reporting and disclosure issues (these include accounting and reporting for nonprofit organizations, governmental entities and the Federal and Florida Single Audit Acts).

- Experienced and qualified with respect to "Yellow Book", OMB Circular A-133 and Rules of the Auditor General of the State of Florida compliance auditing and reporting.

Keefe McCullough Audit Engagements:

GOVERNMENTS

* City of Key West, Florida
* City of Lake Worth, Florida
* City of Marathon, Florida
* City of Plantation, Florida
* City of Sunny Isles Beach, Florida
* Islamorada, Village of Islands, Florida

NOT-FOR-PROFITS

* Achievement and Rehabilitation Centers
* Almarie Outreach Ministries, Inc.
* Ann Storck Center, Inc.
* BARC Housing, Inc.
* Broward County Bar Association, Inc.
* Broward House, Inc.
* Center for Family and Child Enrichment, Inc.
* Center for Independent Living of South Florida, Inc.
* Children's Diagnostic & Treatment Center, Inc.
* FAU Clinical Practice Organization, Inc.
* FAU Finance Corporation
* Feeding South Florida, Inc.
* Jewish Association for Residential Care, Inc.
* The Slomin Family Center for Autism and Related Disabilities, Inc.
* South County Mental Health Center, Inc.

SPECIAL TAXING DISTRICTS

* Boynton Village Community Development District
* Coral Springs Improvement District
* Deer Island Community Development District
* Downtown Development Authority
* Downtown Fort Lauderdale Transportation Management Association, Inc.
* Fiddler's Creek II Community Development District
* Florida Atlantic Research and Development Authority
* Key Largo Fire Rescue and EMS District
* Lake Powell Community Development District
* Landmark at Doral Community Development District
* Lexington Oaks Community Development District
* Meadow Pointe Community Development District
* Mediterra North Community Development District
* Mediterra South Community Development District
* Messianique Training Center & Institute, Inc.
* Miromar Lakes Community Development District
* North Springs Improvement District
* Palm Bay Community Development District
* Park Place Community Development District
* Parklands West Community Development District
* Sarasota National Community Development District
* Stevens Plantation Community Development District
* StoneLake Ranch Community Development District
* University Square Community Development District
* Verandah West Community Development District

KRISTA A. MICOCCI
Supervisor

EXPERIENCE

8 years at Keefe McCullough
2 years at Homrich & Micocci, P.A., C.P.A.'s

EDUCATION

BSBA (Accounting and Finance) University of Central Florida

OTHER EXPERIENCE

- Attended numerous courses in audit, tax and financial reporting and attended seminars for further knowledge relating to governmental auditing and FDOT auditing.
- Attended seminars for further knowledge relating to pension and 403(b) plan auditing.
- Participated in various seminars and in-house training programs concerning the requirements of GASB-67, Financial Reporting for Pension Plans and GASB-68, Accounting and Financial Reporting for Pensions.
- Preparation of individual and tangible personal property tax returns.

Keefe McCullough Audit Engagements:

GOVERNMENTS

* City of Dania Beach, Florida
* City of Lake Worth, Florida
* City of Plantation, Florida
* City of Weston, Florida
* Town of Golden Beach, Florida
* Town of Pembroke Park, Florida

NOT-FOR-PROFITS

* Alzheimer's Family Center, Inc.
* Bay Area Charter Foundation, LLC
* Broward County Bar Association, Inc.
* Community Television Foundation of South Florida, Inc.
* First Presbyterian Continuing Church of Coral Springs, Inc.
* Florida Charter Educational Foundation, Inc.
* Florida Charter School Alliance, Inc.
* Fort Lauderdale Historical Society, Inc.
* Georgia Charter Educational Foundation, Inc.
* Gold Coast Jazz Society, Inc.
* The Homestead Charter Foundation, Inc.
* Lake Charles Charter Academy Foundation, Inc.
* The Lee Charter Foundation, Inc.
* The Lee County Community Charter Schools, Inc.
* Renaissance Charter School, Inc.
* Southwest Charter Foundation, Inc.
* The Southwest Louisiana Charter Academy, Inc.
* WPBT Communications Foundation, Inc.
* YWCA of Palm Beach County, Florida, Inc.

SCHOOLS

* Bonita Springs Charter School
* Cabarrus Charter Academy
* Cape Coral Charter School
* Cherokee Charter Academy
* Clay Charter Academy
* Coral Springs Charter School
* Coweta Academy at Senoia
* The Downtown Miami Charter School, Inc.
* Duval Charter High School at Baymeadows
* Duval Charter School at Arlington
* Duval Charter School at Baymeadows
* Duval Charter School at Mandarin
* Duval Charter School at Southside
* Duval Charter School at Westside
* Duval High School at Flagler Center
* Emma Donnan Elementary School
* Emma Donnan Middle School
* Emmerich Manual High School
* Florida International Academy, Inc.
* Four Corners High School
* Four Corners Middle School
* Gateway Charter High School
* Gateway Charter School
* Gateway Intermediate Charter School
* Governor's Charter Academy
* Henderson Hammock Charter School
* Hollywood Academy of Arts and Science
* Hollywood Academy of Arts and Science Middle

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

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

LICENSE NUMBER
AC0033562

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

GOMEZ, ISRAEL J
6550 N FEDERAL HIGHWAY STE 410
FORT LAUDERDALE FL 33308

ISSUED: 11/23/2015 DISPLAY AS REQUIRED BY LAW SEQ # L1511230000754

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

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

LICENSE NUMBER
AC0013791

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

BENSON, WILLIAM GLENN
KEEFE, MCCULLOUGH & CO
10843 NW 2ND STREET
PLANTATION FL 33324

ISSUED: 10/19/2014 DISPLAY AS REQUIRED BY LAW SEQ # L1410190000659

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

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

LICENSE NUMBER
AC46944

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

GRACE, MARC ALAN
3810 NW 71ST STREET
COCONUT CREEK FL 33073

ISSUED: 10/13/2014 DISPLAY AS REQUIRED BY LAW SEQ # L1410130000468

PROPOSER'S EXPERIENCE & PAST PERFORMANCE

Section V

i. Complete the Proposer's Experience Form for each qualifying governmental audit.

ii. Forms must demonstrate that Proposer has completed the required two (2) external governmental audits for two (2) different Florida municipalities within the past five (5) years as the prime contractor.

We have included the completed Proposer's Experience Form, which demonstrates that our firm has completed the required two external governmental audits for two different Florida municipalities within the past five years, in section X. In addition we currently provide audit services to the following Florida municipalities:

City of Key West
City of Lake Worth
City of Lauderdale Lakes
City of Lighthouse Point
City of Marathon
City of Margate
City of North Bay Village
City of Plantation
City of South Miami
Town of Davie
Town of Golden Beach
Town of Pembroke Park
Village of Pinecrest
Village of Sea Ranch Lakes

PROPOSER'S METHODOLOGY & PROJECT PLAN

Section VI

i. Describe Proposer's Project plan, methodology and recommended solutions in performing the Services, and describe Proposer's specific policies, plans, procedures or techniques to be used in providing the Services to be performed. The Proposer shall describe its approach to project organization and management, including the responsibilities of Proposer's management and staff personnel that will perform work on this Project.

We have included our audit work plan, which includes our specific policies, plans and procedures used, on pages 24 through 26 of this section. Please refer to the Proposer's Team and Key Personnel Form for the responsibilities of our management and staff personnel.

ii. Provide a project schedule identifying specific key tasks and duration, in gantt chart format, to complete the annual financial audit due by March 15th of each succeeding fiscal years.

We have included our gantt chart on page 23 of this section.

iii. Describe Proposer's approach to preparing its annual audit work plan as described in Section 3, Scope of Services. Provide an outline of the work plan via a sample or draft work plan.

We have provided an outline of our audit work plan on pages 24 through 26 of this section.

iv. Describe Proposer's specific policies, procedures or techniques used to develop information for annual management letters.

We perform an evaluation of the internal control structure each audit year. Our detailed testing determines if all key internal controls are operating as designed. Our observations are discussed with management and included in our reports with appropriate management response.

v. Describe Proposer's procedures in monitoring the progress of the audit and communicating same with client while the audit is in progress.

Our staff is constantly monitoring the progress of the audit to ensure that all timelines are kept. We will keep the Town informed of our progress throughout the engagement.

vi. Describe the nature and extent of Electronic Data Processing (EDP) audit techniques to be used to perform the Services by the Proposer in the examination of the Town's financial statements, and provide a description of work to be done in accordance with current applicable auditing standards (effects of EDP on the auditors study and evaluation of Internal Control).

We have certified network engineers (CNE) on our staff to assist with our assurance engagement. They assist during risk assessment of key internal controls and in various other phases of fieldwork.

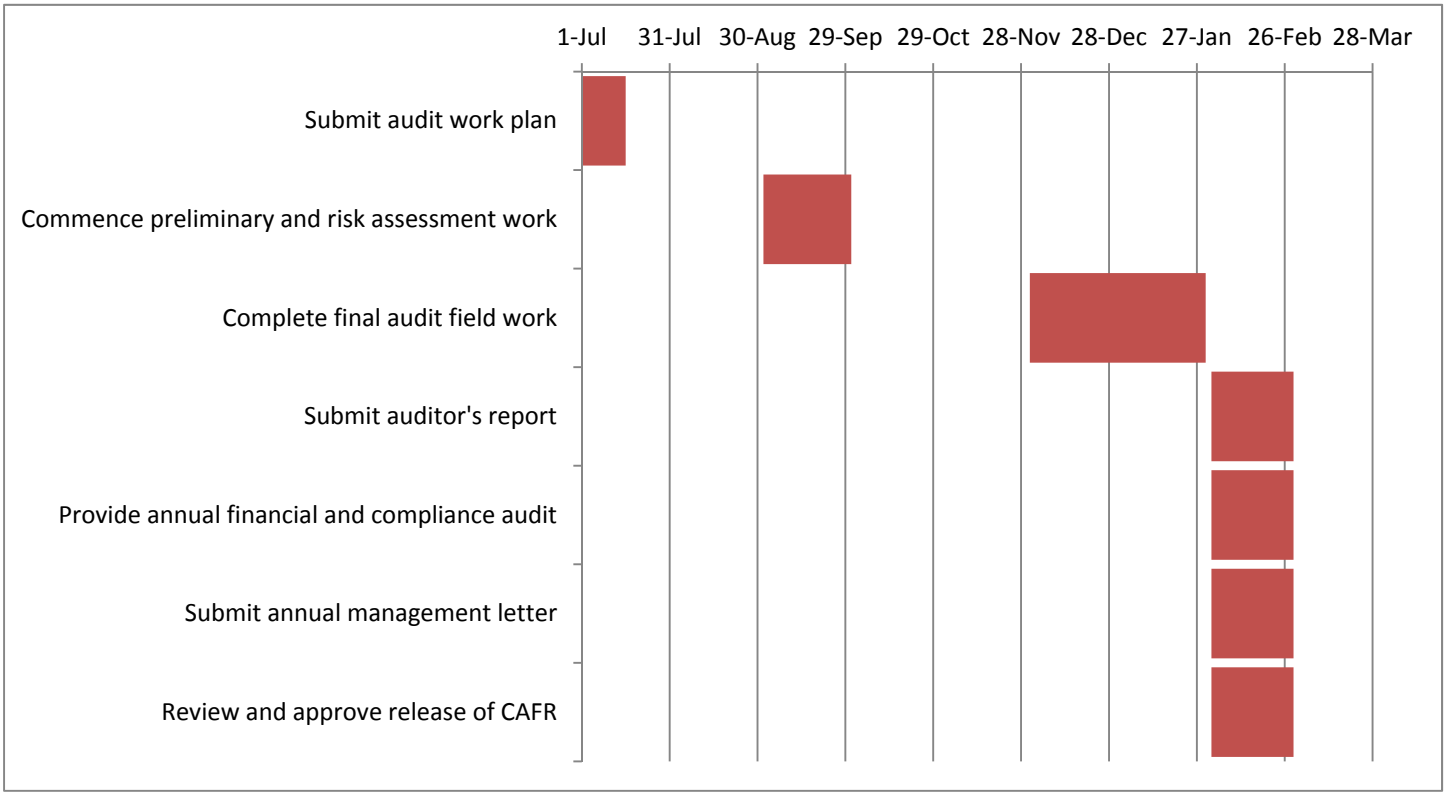
In limited situations, we find it most efficient to test "through the client's system". However, most often they consult on data security.

vii. Describe Proposer's ability to provide the County with analysis of current developments of the Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements as it related to the County's audit segment.

We hold an eight hour continuing professional education seminar each summer in May or June regarding governmental accounting and invite client finance personnel. We also offer client finance personnel access to online governmental seminars through our Checkpoint Learning system.

viii. Describe the Proposer's professional development program, including the approximate number of days per year of continuing education provided to members of the Proposer including governmental continuing education requirements in accordance with the "Yellow Book".

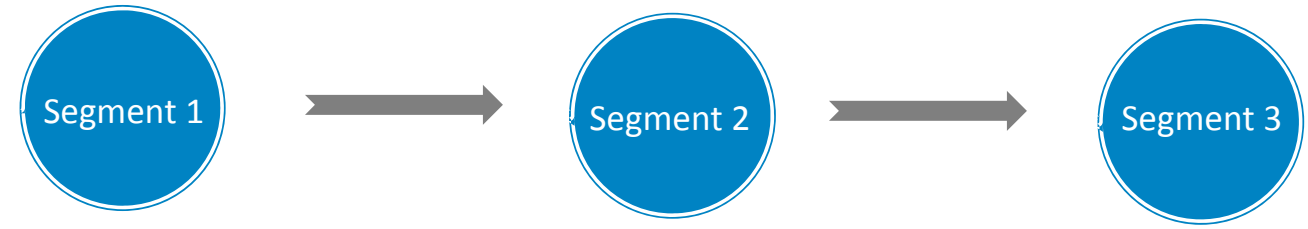
Due to our firm's concentration of governmental and not-for-profit clients, we sponsor continuing professional education courses annually regarding a variety of governmental subjects, including Governmental Accounting Standards Board (GASB) pronouncements, at no charge to the client. We provide each of our governmental and non-profit accounting staff members with at least eighty hours of continuing professional education every two years.



* Due to the timing of the audit selection process, these steps would have to be adjusted for the first year.

All dates are subject to review and approval by Town finance staff.

SPECIFIC AUDIT APPROACH



Preliminary Work & Risk Assessment

Final Work

Reports

Segment 1

Preliminary Work & Risk Assessment

The first segment will be performed by two professional staff members and will encompass approximately 100 hours.

Obtain an understanding of the accounting and management systems including documentation of the system of internal control through conferences with the various key finance department personnel and standardized checklists.

Obtain information needed to identify risk assessment by making certain inquiries and considering fraud risk factors and other information.

Obtain an understanding of the various funds, capital assets and long-term debt utilized.

Review the grants, contracts and various revenue sources and complete "Single Audit" checklist for determination of compliance audit and reporting requirements for both Federal and State single audit purposes.

Review of bond indenture covenants and pertinent ordinances for determination and completion of compliance audit requirements.

Assess control risk and determine extent of testing.

Review and perform certain transaction and procedural tests which will include the examination of source documents. These tests of the system will include tests of cash receipts and disbursements, sales and utility billing, compliance, and payroll. Audit samples will be determined based on transaction size and number of total transactions.

Segment 1

Preliminary Work & Risk Assessment

Perform preliminary analytical review procedures.

Review council and other pertinent minutes.

Perform compliance audit procedures where necessary.

Coordinate preparation of confirmation requests.

Working paper review.

Plan the additional segments of the financial audit procedures with the Town's finance personnel including a list of schedules and working papers to be prepared by client personnel.

Segment 2

Final Work

The second segment will be performed by three professional staff members and will encompass approximately 200 hours.

Perform various tests and validation procedures on selected asset, liability and equity accounts in all funds and for capital assets and long-term debt. Examine certain revenue and expenditure accounts in all funds.

Send confirmations where applicable.

Send correspondence to attorneys as necessary.

Perform final compliance testing as necessary.

Perform final analytical procedures.

Obtain a management representation letter.

Working paper review and proposed journal entry approval.

Exit conference with Town Manager.

Sample sizes in the various phases of the engagement would be determined based on population sizes, audit objectives and nature of transaction and/or account. We have standardized checklists and audit software that assists in the selection of these samples. Additionally, we would utilize both "statistical" and "non-statistical" methods to select certain test transactions.

Segment 2

Final Work

We will also utilize various forms of analytical procedures to accomplish certain audit objectives. We anticipate areas of concentration subject to analytical procedures to be services revenues and expenditures. We retain the right to use judgment as to the extent of analytical procedures to be used based mainly on the results of other testing completed.

In addition, we utilize personal computers and paperless audit software, where applicable, in connection with our audit workpaper preparation and documentation.

Segment 3

Reports

The third segment will be performed by three professional staff members and will encompass approximately 100 hours.

Preparation of the Basic Financial Statements.

Preparation of Reports on Internal Controls and Compliance.

Preparation of Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Program and State Project in accordance with OMB Circular A-133.

Preparation of Report to Town Management which will include any material weaknesses and any irregularities and illegal acts.

Preparation of the management letter.

Review of the financial statements, reports and other information.

Cold review of the financial statements, reports and other information.

DOCUMENTS

Section VII

i. Copy of Proposer's license to practice public accounting as a Certified Public Accountant in the State of Florida.

We have included a copy of our firm's license to practice public accounting in the State of Florida at the end of this section.

ii. Document the completion of and provide a copy of external quality control peer review completed with the past three (3) years without a failing score in accordance with Generally Accepted Government Auditing Standards (GAGAS). Indicate if the peer review included a review of the quality of the governmental audit.

Our firm participates in the American Institute of Certified Public Accountants Peer Review Program and we have received unmodified opinions on all of our previous peer reviews. We have provided the most recent quality control review documentation for your reference at the end of this section. This quality control review included a specific review of the Town of Davie and the City of Sunny Isles Beach, Florida audit workpapers, financial statements and reports.

iii. As available, provide documentation of standing/membership in professional finance organizations to include but not be limited to GFOA, AICPA and FICPA.

We are members of all of these organizations and would be happy to provide member id numbers for the proposed service team members upon request.

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

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

LICENSE NUMBER
AD0010282

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

KEEFE, MCCULLOUGH & CO., LLP
6550 N FEDERAL HWY STE 410
FT LAUDERDALE FL 33308

ISSUED: 11/23/2015

DISPLAY AS REQUIRED BY LAW

SEQ # L1511230000892

AJK

AJK, LLC
CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 609 ☐ 405 Second Street ☐ Manchester, GA 31816
(706) 846-8401 ☐ Fax (706) 846-3370

SYSTEM REVIEW REPORT

To the owners
Keefe, McCullough & Co., LLP
And the Peer Review Committee of the Florida Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Keefe, McCullough & Co., LLP (the firm) in effect for the year ended August 31, 2014. 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 a part of our peer 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 *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Keefe, McCullough & Co., LLP in effect for the year ended August 31, 2014, 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.* Keefe, McCullough & Co., LLP has received a peer review rating of *pass.*

AJK

Manchester, Georgia
December 4, 2014

MEMBERS OF
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
GEORGIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

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

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

March 26, 2015

Joseph D. Leo, CPA
Keefe, McCullough & Co., LLP
6550 N Federal Hwy., Ste. 410
Fort Lauderdale, FL 33308

Dear Mr. Leo:

It is my pleasure to notify you that on March 19, 2015 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 February 28, 2018. This is the date by which all review documents should be completed and submitted to the administering entity. If your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

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, CPA, CGMA
Director of Technical Services

cc: David C. Jordan, CPA

Firm Number: 10036786 Review Number: 366979

AICPA

PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

KEEFE, MCCULLOUGH & COMPANY, LLP

For having a system of quality control for its accounting and auditing practice in effect for the year ended August 31, 2014 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.

Anita Ford

Anita Ford, Chair
AICPA Peer Review Board
2015

FORM OF AGREEMENT

Section VIII

I. Proposer shall include any comments related to the Town's form Agreement included as part of the RFP.

Our firm does not have any comments related to the Town's form Agreement which is acceptable as to form.

FORMS/AFFIDAVITS

Section IX

RFP 2016-46

PROPOSER'S EXPERIENCE FORM

Proposing Firm: Keefe McCullough

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 Key West

Address of Client: 3104 Flagler Avenue, Key West, FL 33040

Type of Entity: Public X Private _____

Description of Work: Annual financial and compliance audits of the City

Total Value of Contract: $ 100,000 Multiple Fund Sources: Yes X No _____

Term of Contract (including effective date & no. of years): September 30, 2008 through Present. Nine years

Option to Renew (OTR) years included: Yes X No _____ OTR years exercised: _____

Is the contract ongoing or completed? Ongoing

Services provided as prime contractor or subcontractor: Annual financial and compliance audits of the City

Proposer's office location that performed the work under the contract: 6550 N Federal Hwy, 4th Floor
Ft. Lauderdale, FL 33308

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

If yes, list the name(s): Israel Gomez, William Benson and Marc Grace

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

Keefe McCullough
Firm Name

By: William G. Benson, CPA
Signature of Authorized Officer

Oct. 10, 2016
Date

William G. Benson, C.P.A.
Printed Name

Partner
Title

PROPOSER'S EXPERIENCE FORM

Proposing Firm: Keefe McCullough

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 Plantation

Address of Client: 400 NW 73rd Avenue, Plantation, FL 33317

Type of Entity: Public X Private _____

Description of Work: Annual financial and compliance audits of the City and its blended component units

Total Value of Contract: $ 90,000 Multiple Fund Sources: Yes X No _____

Term of Contract (including effective date & no. of years): September 30, 1994 through Present. 21 Years

Option to Renew (OTR) years included: Yes X No _____ OTR years exercised: _____

Is the contract ongoing or completed? Ongoing

Services provided as prime contractor or subcontractor: Annual financial and compliance audits of the City and its blended component units

Proposer's office location that performed the work under the contract: 6550 N Federal Hwy, 4th Floor Ft. Lauderdale, FL 33308

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

If yes, list the name(s): William Benson and Krista Micocci

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

Keefe McCullough
Firm Name

By: William G. Benson, CPA
Signature of Authorized Officer

Oct. 10, 2016
Date

William G. Benson, C.P.A.
Printed Name

Partner
Title

PROPOSER'S TEAM AND KEY PERSONNEL FORM

Proposer's Name: Keefe McCullough

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)
Israel Gomez, C.P.A. Partner	First partner review	15 years	15 years		Yes
William Benson, C.P.A. Partner	Second partner review	33 years	33 years		Yes
Marc Grace, C.P.A. Manager	Overview of audit fieldwork and review	14 years	14 years		Yes
Krista Micocci Field Leader	Conduct and supervise the audit fieldwork	10 years	10 years		Yes

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.

Keefe McCullough has over thirty-fve (35) governmental auditors. This gives us the ability to ensure we always have qualified personnel assigned to each audit engagement. In the case of a necessary personnel substitution, we will be able to promptly replace the assigned team member with an equally or more qualified auditor.

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

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.

Keefe McCullough
Firm Name

By: William G. Benson, CPA
Signature of Authorized Officer

Oct. 10, 2016
Date

William G. Benson, C.P.A.
Printed Name

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: City of Key West

Address: 3104 Flagler Avenue

City/State/Zip: Key West, FL 33040

Contact: Mr. Mark Z. Finigan

Title: Finance Director

Email Address: mfinigan@cityofkeywest-fl.gov

Telephone: 305-809-3821

Scope of Work: Annual financial and compliance audits of the City

Project Start/End Dates: September 30, 2008 through Present

Contract Amount: $ 100,000

Name of Client Entity: City of Plantation

Address: 400 NW 73rd Avenue

City/State/Zip: Plantation, FL 33317

Contact: Ms. Mary Fowler, Controller

Title: Controller

Email Address: mfowler@plantation.org

Telephone: 954-797-2202

Scope of Work: Annual financial and compliance audits of the City and its blended component units

Project Start/End Dates: September 30, 1994 through Present

Contract Amount: $ 90,000

Name of Client Entity: City of Lake Worth

Address: 7 N Dixie Highway

City/State/Zip: Lake Worth, FL 33460

Contact: Ms. Corinne Elliott

Title: Assistant Finance Director

Email Address: celliott@lakeworth.org

Telephone: 561-586-1602

Scope of Work: Annual financial and compliance audits of the City

Project Start/End Dates: September 30, 2014 through Present

Contract Amount: $ 85,000

CERTIFICATE OF AUTHORITY
(IF CORPORATION)

I HEREBY CERTIFY that at a meeting of the Board of Directors of _____, a corporation 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 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 ____, day of _____, 20____.

Secretary: _____ Print: _____

CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)

I HEREBY CERTIFY that at a meeting of the Board of Directors of Keefe McCullough, a partnership organized and existing under the laws of the State of Florida, held on the ___day of _____, _____, a resolution was duly passed and adopted authorizing (Name) William G. Benson as (Title) Partner 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 10TH, day of October, 2016.

Partner: _____ Print: William G. Benson

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 Broward)

The foregoing instrument was acknowledged before me this 10 day of October, 2016, by William G. Benson, who is personally known to me or who has produced _____ as identification and who (did/did not) take an oath.

Kaitlin F. Chubeck

SIGNATURE OF NOTARY PUBLIC

STATE OF FLORIDA

KAITLIN F. CHUBECK
MY COMMISSION #FF234866
EXPIRES: MAY 27, 2019
Bonded through 1st State Insurance

Kaitlin F. Chubeck

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 September 20, 2016

Addendum No. 2, Dated September 23, 2016

Addendum No. 3, Dated October 3, 2016

Addendum No. 4, Dated October 5, 2016

Addendum No. 5, Dated October 7, 2016

WJB 10/14/2016

Addendum No. ____, Dated ____

Addendum No. ____, Dated ____

Addendum No. ____, Dated ____

Addendum No. ____, Dated ____

_____ No Addendum issued for this RFP

Firm's Name: Keefe McCullough

Signature: William G. Benson, CPA

Printed Name/Title: William G. Benson, C.P.A. / Partner

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.

N/A

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

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

N/A

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

William [illegible] CPA — Authorized Signature

October 10, 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: _____, CPA

Title: Partner

Sworn and subscribed before this

10 day of October, 2016

KAITLIN F. CHUBECK
MY COMMISSION #FF234866
EXPIRES: MAY 27, 2019
Bonded through 1st State Insurance

Notary Public, State of Florida

Kaitlin F. Chubeck

(Printed Name)

My commission expires: 5-27-19

NON-COLLUSIVE AFFIDAVIT

State of Florida }

} SS:

County of Broward }

William G. Benson being first duly sworn, deposes and says that:

a) He/she is the Partner, (Owner, Partner, Officer, Representative or Agent) of Keefe McCullough, 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:

By: William G. Benson, CPA

Witness

William G. Benson, C.P.A.

Witness

(Printed Name)

Partner (Title)

NON-COLLUSIVE AFFIDAVIT (CONTINUED)

ACKNOWLEDGMENT

State of Florida)

) SS:

County of Broward)

BEFORE ME, the undersigned authority, personally appeared William G. Benson 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.
William G. Benson

WITNESS, my hand and official seal this 10 day of October, 2016

My Commission Expires: 5-27-19

Notary Public State of Florida at Large

KAITLIN F. CHUBECK
MY COMMISSION #FF234866
EXPIRES: MAY 27, 2019
Bonded through 1st State Insurance

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 William G. Benson, C.P.A., Partner
[print individual's name and title]

for Keefe McCullough
[print name of entity submitting sworn statement]

whose business address is

6550 N Federal Hwy, 4th Floor

Ft. Lauderdale, FL 33308

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-1363792

(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.

William G. Benson, CPA

Signature of Entity Submitting Sworn Statement

Sworn to and subscribed before me this 10 day of October 2016

Personally known William G. Benson, C.P.A.

OR produced identification _____ Notary Public – State of Florida

_____ My commission expires 5-27-19

(type of identification)

Kaitlin F. Chubeck

(Printed, typed or stamped commissioned name notary public)

KAITLIN F. CHUBECK
MY COMMISSION #FF234866
EXPIRES: MAY 27, 2019
Bonded through 1st State Insurance

CONFLICT OF INTEREST AFFIDAVIT

State of Florida }

} SS:

County of Broward }

William G. Benson being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of Keefe McCullough, 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:

_____

Witness

By: William G. Benson, CPA

William G. Benson, C.P.A.

(Printed Name)

Partner

(Title)

BEFORE ME, the undersigned authority, personally appeared William G. Benson 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 William G. Benson executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 10 day of October, 2016.

My Commission Expires: 5-27-19

Notary Public State of Florida at Large

KAITLIN F. CHUBECK
MY COMMISSION #FF234866
EXPIRES: MAY 27, 2019
Bonded through 1st State Insurance

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.

Keefe McCullough
BUSINESS NAME

William Kuhn, CPA
FIRM'S SIGNATURE

POLITICAL ACTIVITY AFFIDAVIT

State of Florida }
} SS:
County of Broward }

William G. Benson being first duly sworn, deposes and says that he/she is the (Owner, Partner, Officer, Representative or Agent) of Keefe McCullough, 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:

_____
Witness

_____
Witness

By: _____

William G. Benson, C.P.A.
(Printed Name)

Partner
(Title)

BEFORE ME, the undersigned authority, personally appeared William G. Benson 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 William G. Benson executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 10 day of October, 2016

My Commission Expires: 5-27-19

_____
Notary Public State of Florida at Large

KAITLIN F. CHUBECK
MY COMMISSION #FF234866
EXPIRES: MAY 27, 2019
Bonded through 1st State Insurance

Keefe McCullough

CPA's + Trusted Advisors

6550 N. Federal Highway
4th Floor
Fort Lauderdale, FL 33308

support@KMCcpa.com

www.KMCcpa.com

954.771.0896

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: $ 40,000
2. Total Price for the FY ending September 30, 2017: $ 41,000
3. Total Price for the FY ending September 30, 2018: $ 42,000

Combined Total Price for the Initial Agreement Term: $ 123,000

Total Amount written in words One Hundred Twenty Three 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	$200	$200	$200
Senior Manager	$140	$140	$140
Manger	$100	$100	$100
Senior Auditor	$80	$80	$80
Auditor	$70	$70	$70
Jr. Auditor	$60	$60	$60
Clerical Support*	$50	$50	$50
Staff[1]	$60	$60	$60
Staff[2]	$60	$60	$60
Staff[2]	$60	$60	$60

[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: $ 43,000
2. Total Price for the FY ending September 30, 2020: $ 44,000

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	$200	$200
Senior Manager	$140	$140
Manger	$100	$100
Senior Auditor	$80	$80
Auditor	$70	$70
Jr. Auditor	$60	$60
Clerical Support*	$50	$50
Staff[1]	$60	$60
Staff[2]	$60	$60
Staff[2]	$60	$60

[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.

Keefe McCullough
Firm Name

By: William G. Benson, CPA
Signature of Authorized Officer

Oct. 10, 2016
Date

William G. Benson, C.P.A.
Printed Name

Partner
Title

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