

City of Opa-locka

*City of Opa-locka Municipal Complex
780 Fisherman Street, 3rd Floor
Opa-locka, FL 33054*



COMMUNITY REDEVELOPMENT AGENCY Agenda

**Tuesday, October 10, 2023
6:00 PM**

Opa-Locka CRA Board

Jannie Russell, Chair

Nikisha Williams, Vice Chair

Dr. Sherelean Bass, Board Member

Natasha L. Ervin, Board Member

Joseph L. Kelley, Board Member

John H. Taylor, Jr., Board Member

Veronica J. Williams, Board Member

CITY OF OPA-LOCKA

"The city of bright opportunities"

AGENDA

COMMUNITY REDEVELOPMENT AGENCY

October 10, 2023

6:00 PM

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. INVOCATION:**
- 4. PLEDGE OF ALLEGIANCE:**
- 5. APPROVAL OF MINUTES:**

Due to technical difficulties, the OCRA meeting minutes of September 12, 2023 will be submitted for approval at the next regular OCRA meeting.

- 6. PUBLIC COMMENTS:**
- 7. RESOLUTIONS:**

- 1. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPEMENT AGENCY (OCRA) AMENDING, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE INTERIM EXECUTIVE DIRECTOR TO TRANSMIT A COPY OF SAID BUDGET TO THE STATE OF FLORIDA OVERSIGHT BOARD; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.**
- 2. A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXTEND AGREEMENT WITH MIAMI SERVICE CORPS, TO PROVIDE PROGRAM ADMINISTRATION OF THE OCRA HOME IMPROVEMENT PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

3. **A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A CONSULTANT AGREEMENT WITH PEGGY JOSEPH (“CONSULTANT”) TO PROVIDE ADMINISTRATIVE ASSISTANT SERVICES TO THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY’S FRONT OFFICE OPERATION IN AMOUNT NOT TO EXCEED THIRY SIX THOUSAND DOLLARS (\$36,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**
4. **A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) TO ESTABLISH THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) 2024 BUSINESS ASSISTANCE MICROGRANT PROGRAM WITH AN ALLOCATION OF \$250,000; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**
5. **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) TO ESTABLISH THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) 2024 BUSINESS INCENTIVE AND ASSISTANCE PROGRAM WITH AN ALLOCATION OF \$1,000,000; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**
6. **A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) AUTHORIZING THE CRA MANAGER TO ENTER INTO AN AGREEMENT WITH CHERRY BEKAERT ADVISORS, LLC FOR BOOKKEEPING SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

8. FINANCIAL REPORT:

1. **Development Agreement with Walthour Enterprise, LLC**
2. **Development Agreement with Palmetto Homes, LLC**
3. **Rent Relief Update**
4. **Water Treatment Site Clean-Up**
5. **Update on Purchase of 14401 NW 27th Avenue**
6. **FRA Conference**

9. BOARD COMMENTS:

10. ADJOURNMENT:

All interested persons are invited to attend this meeting. For additional information, please contact the Opa-locka Community Redevelopment Agency Board Clerk at 305.953.2800.

In accordance with the Americans with Disabilities Act of 1990, person needing special accommodation to participate in the proceedings should contact the Office of the City Clerk at (305) 953-2800 for assistance no later than seven (72) hours prior to the proceeding. If hearing impaired, you may telephone the Florida Relay Service at (800) 955-8771 (TTY), (800) 955-8770 (Voice), (877) 955-8773 (Spanish) or (877) 955-8707 (Creole).

Pursuant to FS 286.0105: Anyone who desires to appeal any decision made by any board, agency, or commission with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for that reason, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal may be based.

RESOLUTION NO. 23-

A RESOLUTION OF THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPEMENT AGENCY (OCRA), AMENDING, APPROVING AND ADOPTING THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S PROPOSED GENERAL OPERATING AND TAX INCREMENT FUND BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, AS SET FORTH IN EXHIBIT "A"; DIRECTING THE INTERIM EXECUTIVE DIRECTOR TO TRANSMIT A COPY OF SAID BUDGET TO THE STATE OF FLORIDA OVERSIGHT BOARD; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Opa-locka Community Redevelopment Agency ("OCRA") is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the Opa-locka Redevelopment Plan ("Plan"); and

WHEREAS, as a prerequisite to carrying out redevelopment activities for the fiscal year commencing October 1, 2023 and ending September 30, 2024 ("FY 2023-2024"), it is required that the Opa-locka CRA's Board approve and adopt the annual General Operating and Tax Increment Fund Budget ("Budget"), attached and incorporated as Exhibit "A"; and

WHEREAS, pursuant to Interlocal Agreements a copy of the Opa-locka CRA's budget is required to be transmitted to Miami-Dade County; and

WHEREAS, all the expenses included in the Budget are in accordance with state law, the Interlocal Agreement, and the Agency's Redevelopment Plan; and

WHEREAS, the Opa-locka CRA Board wishes to approve and adopt the Opa-locka CRA's Budget for FY2023-2024 as set forth in Exhibit "A".

NOW, THEREFORE, BE IT DULY RESOLVED BY THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The Board of the Opa-locka Community Redevelopment Agency hereby approves, amends and adopts the Opa-locka Community Redevelopment Agency's Proposed General Operating and Tax Increment Fund Budget for the Fiscal Year Commencing October 1, 2023 and Ending September 30, 2024, as set forth in Exhibit "A".

SECTION 3. INSTRUCTIONS TO EXECUTIVE DIRECTOR.

The Interim Executive Director is directed to transmit a copy of said budget to the City of Opa-locka and State of Florida oversight board.

SECTION 4. SEVERABILITY.

If any section, subsection, clause or provision of this Resolution is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

SECTION 5. CONFLICT.

All sections or parts of sections of the applicable City of Opa-locka resolution currently in place in conflict herewith are intended to be rescinded and repealed to the extent of such conflict.

SECTION 6. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the Opa-locka Community Redevelopment Agency Interim Executive Director, or designee, without need of public hearing, by filing a corrected copy of same with the Opa-locka Community Redevelopment Agency Secretary.

SECTION 7. EFFECTIVE DATE

This Resolution shall take effect upon the adoption and is subject to the approval of the Governor or Governor's Designee.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell
OCRA Chair

ATTEST:

Jason Walker
Director

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

OCRA Attorney

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____

Resolution No. 21-

Board Member V. Williams	(Yes) _____	(No) _____
Vice Chairwoman N. Williams	(Yes) _____	(No) _____
Chairwoman Russell	(Yes) _____	(No) _____



**FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET**

Community Redevelopment Agency (CRA) - Summary

180-77		FY 23			FY 24	
ACCT	Account Title	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
180	REVENUES					
311110	City Tax Increment Revenue	1,154,464	1,144,986	(9,478)	1,512,442	367,456
311120	County Tax Increment Revenue	568,291	562,525	(5,766)	736,755	174,230
	Total Tax Increment Revenue	1,722,755	1,707,511	(15,244)	2,249,197	541,686
383010	Fund Balance Carryover - Prior Year	2,340,453	3,454,703	1,114,250	4,713,883	1,259,180
361100	Interest Earnings	-	-	-	-	-
369900	Misc. Revenue	24,000	-	(24,000)	50,000	50,000
	REVENUE TOTAL	4,087,208	5,162,214	1,075,006	7,013,080	1,850,866
	Total Compensation	199,813	141,203	1,256	304,386	41,400
	Adm. Expense	97,113	101,191	1,460	100,301	(18,159)
	Operating Expenditures	1,301,275	201,159	(1,100,116)	1,947,000	1,745,841
	Capital Projects - Grants & Other	1,790,000	3,500	(1,786,500)	1,250,000	1,246,500
	Capital Projects - Infrastructure	649,007	1,278	(647,729)	3,336,392	3,335,114
581950	Reserve/Contingency	50,000	-	(50,000)	75,000	75,000
	EXPENDITURE TOTAL (B+C+D)	3,887,395	448,331	(3,439,064)	7,013,079	6,564,748
	YEAR-END CARRY-OVER	199,813	4,713,883	4,514,070	0	(4,713,883)



**FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET**

Community Redevelopment Agency (CRA) - Summary

180-77		FY 23			FY 24	
ACCT	Account Title	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
180	REVENUES					
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383010	Fund Balance Carryover - Prior Year	2,340,453	3,454,703	1,114,250	4,713,883	1,259,180
361100	Interest Earnings	-	-	-	-	-
369900	Misc. Revenue	24,000	-	(24,000)	50,000	50,000
	(A) REVENUE TOTAL	4,087,208	5,162,214	1,075,006	7,013,080	1,850,866
77	EXPENDITURES					
515110	Salaries - Executive	54,366	-	(54,366)	-	-
515120	Salaries - Regular	95,831	102,791	6,960	234,878	132,087
515130	Salaries - Part-Time	-	-	-	-	-
515140	Salaries - Overtime	500	5	(495)	500	495
	Total Salaries	150,697	102,796	(47,901)	235,378	132,582
	Benefits					
515210	FICA	12,419	8,393	(4,026)	18,007	9,614
515220	Retirement	19,334	16,076	(3,258)	31,941	15,865
515230	Life And Health Insurance	17,363	13,938	(3,425)	19,060	5,122
	Total Benefits	49,116	38,407	(10,709)	69,008	30,601
	Total Compensation	199,813	141,203	(58,610)	304,386	163,183
	Administrative Expenditures:					
515320	Accounting & Audits	24,000	30,000	6,000	50,000	20,000
515492	Advertising & Notices	7,500	6,983	(517)	6,000	(983)
515401	Local Travel	1,000	500	(500)	2,000	1,500
515341	County Admin Fee 1.5%	8,438	8,438	-	11,051	2,613
515391	Administrative Fees (City)	35,000	35,000	-	5,000	(30,000)
515448	Occupancy (City)	5,000	5,000	-	5,000	-
515442	Insurance (City)	10,000	10,000	-	10,000	-
515510	Office Supplies	1,000	600	(400)	1,500	900
515420	Postage/FedEx/Courier	1,000	500	(500)	2,000	1,500
515342	Minutes Processing	2,000	2,000	-	3,000	1,000
515540	Membership Dues	2,000	1,245	(755)	2,750	1,505
515343	General Expense / State Admin Fee	175	925	750	2,000	1,075
	(B) Subtotal Adm. Exp	97,113	101,191	4,078	100,301	(890)



**FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET**

	Operating Expenditures:					
513470	Printing & Binding	2,500	500	(2,000)	5,000	4,500
515480	Marketing/Promotional Events/Positioning	50,000	15,095	(34,905)	80,000	64,905
515400	Out of Town Travel	11,675	1,700	(9,975)	12,000	10,300
515547	Conferences & Meetings	5,100	204	(4,896)	5,000	4,796
515541	Education	5,000	1,000	(4,000)	5,000	4,000
514370	Legal Services/Court Costs	35,000	4,530	(30,470)	85,000	80,470
515312	Professional Services	100,000	73,908	(26,092)	165,000	91,092
515542	Apprenticeship Training	150,000	-	(150,000)	-	-
	Home Improvement Assist	-	-	-	150,000	150,000
515544	Commercial Grants	400,000	-	(400,000)	1,000,000	1,000,000
	Micro Business Grants	-	-	-	250,000	
515545	Home Ownership / Rental Assistance	240,000	92,222	(147,778)	90,000	(2,222)
515340	Other Contracted Services	302,000	12,000	(290,000)	100,000	88,000
	Total Operating Expenditures	1,301,275	201,159	(1,100,116)	1,947,000	1,745,841
	CAPITAL PROJECTS - Grants & Other					
5776001	Development Assistance	1,600,000	-	(1,600,000)	800,000	800,000
	Carryover Budgeted Grants	-	-	-	-	-
5776002	Farmers Market	20,000	-	(20,000)	-	-
5776003	Community Policing	20,000	3,500	(16,500)	-	(3,500)
5776004	Art in Public Places	50,000	-	(50,000)	200,000	200,000
5776005	Housing Initiatives	100,000	-	(100,000)	250,000	250,000
	Carryover Budgeted Grants/Housing	-	-	-	-	-
	Total Cap Projects - Grants & Other	1,790,000	3,500	(1,786,500)	1,250,000	1,246,500
	CAPITAL PROJECTS - Infrastructure					
	Capital Maintenance	-	-	-	-	-
	Capital/Infrastructure Grants	649,007	1,278	(647,729)	3,336,392	3,335,114
	Carryover Funds for Budgeted Proj.	-	-	-	-	-
	Total Cap Projects - Infrastructure	649,007	1,278	(647,729)	3,336,392	3,335,114
	(C) Total Operating. Expense + Capital	3,740,282	448,331	(3,291,951)	6,938,079	6,489,748
581950	(D) Reserve/Contingency	50,000	-	(50,000)	75,000	75,000
	EXPENDITURE TOTAL (B+C+D)	3,887,395	448,331	(3,439,064)	7,013,079	6,564,748
	CAPITAL PROJECTS					
515604	Facades	-	-	-	-	-
5776006	Historic Building Renovations	250,000	-	(250,000)	-	-
541838	Park Fences	50,000	-	(50,000)	50,000	50,000
515601	Street Scapes	200,000	-	(200,000)	200,000	200,000
5776007	Park Amenities	119,007	1,278	(117,729)	150,000	148,722
519621	Building Purchase	-	-	-	2,936,392	2,936,392
5776008	Signage / Marquees	30,000	-	(30,000)	-	-
		-	-	-	-	-
	Carryover Funds Budgeted Proj.	-	-	-	-	-
	Total Project Dollars:	649,007	1,278	(647,729)	3,336,392	3,335,114
	YEAR-END CARRY-OVER	199,813	4,713,883	4,514,070	0	(4,713,883)



FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET

Community Redevelopment Agency (CRA) - Capital Infrastructure

180-77		FY 23			FY 24	
ACCT	Account Title	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	<u>CAPITAL INFRASTRUCTURE PROJECTS</u>					
515604	Facades	-	-	-	-	-
5776006	Historic Building Renovations	250,000	-	(250,000)	-	-
541838	Park Fences	50,000	-	(50,000)	50,000	50,000
515601	Street Scapes	200,000	-	(200,000)	200,000	200,000
5776007	Park Amenities	119,007	1,278	(117,729)	150,000	148,722
519621	Building Purchase	-	-	-	2,936,392	2,936,392
5776008	Signage / Marquees	30,000	-	(30,000)	-	-
		-	-	-	-	-
		-	-	-	-	-
	Total Project Dollars:	649,007	1,278	(647,729)	3,336,392	3,335,114



**FISCAL YEAR 2024
ANNUAL PROPOSED OPERATING BUDGET**

CRA - Compensation

180-77		FY 23			FY 24	
ACCT	Account Title	Amended Budget	Fcst	Over / (Under) Amend Bgt	Budget	Over / (Under) Fcst
	<u>Compensation - Operations</u>					
	<u>Salaries</u>					
515110	Salaries - Executive	54,366	-	(54,366)	-	-
515120	Salaries - Regular	69,631	120,168	50,537	195,578	75,410
515130	Salaries - Part-Time	-	-	-	-	-
515140	Salaries - Overtime	-	50	50	-	(50)
	Total Salaries	123,997	120,218	(3,779)	195,578	75,360
	<u>Benefits</u>					
515210	FICA	10,411	9,197	(1,214)	14,962	5,765
515220	Retirement	16,208	14,318	(1,890)	26,540	12,222
515230	Life And Health Insurance	14,417	13,613	(804)	13,592	(21)
515240	Workers Com	-	-	-	-	-
	Total Benefits	41,036	37,128	(3,908)	55,094	17,966
	Total Compensation - Ops	206,610	157,346	(7,687)	250,672	93,326
	<u>Compensation - Administration</u>					
	<u>Salaries</u>					
515110	Salaries - Executive	-	-	-	-	-
515120	Salaries - Regular	26,200	14,710	(11,490)	39,300	24,590
515130	Salaries - Part-Time	-	-	-	-	-
515140	Salaries - Overtime	500	50	(450)	500	450
	Total Salaries	26,700	14,760	(11,940)	39,800	25,040
	<u>Benefits</u>					
515210	FICA	2,008	1,130	(878)	3,045	1,915
515220	Retirement	3,126	1,758	(1,368)	5,401	3,643
515230	Life And Health Insurance	2,946	325	(2,621)	5,468	5,143
515240	Workers Com	-	-	-	-	-
	Total Benefits	8,080	3,213	(4,867)	13,914	10,701
	Total Compensation - Admin	34,780	17,973	(16,807)	53,714	35,741
	<u>Compensation - Total</u>					
	<u>Salaries</u>					
515110	Salaries - Executive	54,366	-	(54,366)	-	-
515120	Salaries - Regular	95,831	102,791	6,960	234,878	132,087
515130	Salaries - Part-Time	-	-	-	-	-
515140	Salaries - Overtime	500	5	(495)	500	495
	Total Salaries	150,697	102,796	(47,901)	235,378	132,582
	<u>Benefits</u>					
515210	FICA	12,419	8,393	(4,026)	18,007	9,614
515220	Retirement	19,334	16,076	(3,258)	31,941	15,865
515230	Life And Health Insurance	17,363	13,938	(3,425)	19,060	5,122
515240	Workers Com	-	-	-	-	-
	Total Benefits	49,116	38,407	(10,709)	69,008	30,601
	Total Compensation - Admin	199,813	141,203	(58,610)	304,386	163,183

CRA FY 24 Budget Amendment #1 - Detail

<u>#</u>	<u>Amendment Details</u>				<u>Budget</u>	<u>Adj</u>	<u>Revised</u>
1	<u>Amend to Represent FY 24 Operational Budget</u>						
CRA	Exp	77-513470	Printing & Binding		2,500	2,500	5,000
CRA	Exp	77-515480	Marketing/Promotion		116,000	(36,000)	80,000
CRA	Exp	77-514370	Legal Services		50,000	35,000	85,000
CRA	Exp	77-515312	Professional Services		180,000	(15,000)	165,000
CRA	Exp	77-515542	Apprenticeship Training		175,000	(175,000)	-
CRA	Exp	77-515544	Commerical Grants		750,000	250,000	1,000,000
CRA	Exp	77-515545	Home Ownership/ Rental Assist		-	90,000	90,000
CRA	Exp	77-515340	Other Contracted Services		5,000	95,000	100,000
CRA	Exp	77-5776001	Development Assist		500,000	300,000	800,000
CRA	Exp	77-5776002	Farmers Market		6,000	(6,000)	-
CRA	Exp	77-5776004	Art in Public Places		50,000	150,000	200,000
CRA	Exp	77-581950	Reserve/Contingency		31,941	43,059	75,000
CRA	Exp	77-519621	Building Purchase		1,400,000	1,536,392	2,936,392
CRA	Exp	77-515320	Accounting & Audits		30,000	20,000	50,000
CRA	Exp	77-515341	County Admin Fee 1.5%		10,396	655	11,051
CRA	Exp	77-515120	Salaries - Regular		179,369	55,509	234,878
CRA	Exp	77-515140	Salaries - Overtime		-	500	500
CRA	Exp	77-515210	FICA		13,761	4,246	18,007
CRA	Exp	77-515220	Retirement		24,408	7,533	31,941
CRA	Exp	77-515230	Life & Health Insurance		23,156	(4,096)	19,060
2	<u>Amend to adhere 10% TIFF Requirement</u>						-
CRA	Exp	77-5776005	Housing Initiatives		150,000	100,000	250,000
3	<u>New Account for Mirco Business Grants</u>						-
CRA	Exp	# TBA	Business Mirco Grants		-	250,000	250,000

Accounting Adjustments to represent FY - 24 Operating Budget

New State requirement for 10% of TIFF revenue goes to Housing Initiatives

New account to set-up for Business Mirco Grants

RESOLUTION NO. 23-_____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXTEND AGREEMENT WITH MIAMI SERVICE CORPS, TO PROVIDE PROGRAM ADMINISTRATION OF THE OCRA HOME IMPROVEMENT PROGRAM; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the Opa-locka Redevelopment Plan ("Plan"); and

WHEREAS, the Board of OCRA entered into an agreement with Miami Service Corps to provide for management and program administration of the Plant, Pave and Home renovation program, with expiration date of October 31, 2023; and

WHEREAS, the OCRA administration has determined that Miami Corps will need additional time to complete the ten homes budgeted for project and recommends an extension of six months to the OCRA agreement,

NOW THEREFORE BE IT DULY RESOLVED BY THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The Board of the Opa-locka Community Redevelopment Agency approves/denies extending the contract with Miami Service Corps to provide program management services to April 30, 2024.

Section 3. SCRIVENER'S ERRORS

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2023.

Jannie Russell
OCRA Chair

ATTEST:

Kimberly V. Manzano, OCRA Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Weiss, Serota, Helfman, Cole & Bierman, P.L.

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____
Board Member V. Williams	(Yes) _____	(No) _____
Vice Chairwoman N. Williams	(Yes) _____	(No) _____
Chairwoman Russell	(Yes) _____	(No) _____

**Memorandum of Understanding
Between
The Opa-Locka Community Redevelopment Agency
and
Greater Miami Service Corps**

This Memorandum of Understanding, hereinafter referred to as “MOU”, is entered into by and between the Opa-Locka Community Redevelopment Agency, hereinafter referred to as “OCRA” And Greater Miami Service Corps, hereinafter referred to as “GMSC”.

WHEREAS, the OCRA desires to expend CRA funds towards initiatives benefitting the residents of the City of Opa-Locka within the OCRA area;

WHEREAS, the OCRA desires to enter into the herein-described agreement with GMSC to provide services as set forth;

AND WHEREAS, the Parties are desirous to enter an understanding, thus setting work arrangements that both Parties agree shall be necessary to complete said services;

NOW THEREFORE, in consideration of the mutual terms, conditions, promises and covenants hereinafter set forth, the OCRA and GMSC agree as follows:

PURPOSE

The Parties intend for this MOU to provide the specifics of their roles and responsibilities as required for the implementation of Plant, Paint and Pave Home Renovation Program. Both Parties to this MOU shall coordinate activities and services described under their respective areas of responsibilities.

SCOPE OF WORK- Greater Miami Service Corps

- Engage young people between the ages of 18-24, in meaningful work through the Plant, Paint and Pave Home Renovation Program
- Provide supervision of participants (Members) in the implementation of the project scope of services.
- Conduct Rehab/Beautification on eligible and approved applicants’ homes in the Opa-Locka CRA area
- Conduct thorough background of homes submitted to ensure ownership, clear of liens
- Obtain permits through the City of Opa-Locka Building License

- Submit copy of completed Applications to OCRA
- Provide all equipment, transportation, etc., as deemed necessary for the completion of work.

Plant, Paint and Pave Home Rehabilitation Program- OCRA

- Provide list of approved applicants in need of home rehab
- Provide scope of work for homes
- Assist in expediting the issuance of required permits
- Provide storage of materials, if available in location to be determined

PERIOD OF PERFORMANCE

The term of this MOU shall be from June 20, 2023-October 31, 2023

INVOICING

- GMSC agrees to invoice the OCRA within a timely period
- GMSC understands all invoices must be submitted by October 31, 2023.
- The OCRA agrees to pay \$10,000.00 per home for Paint, Plant and Pave Home Rehab Services to include providing pressure cleaning, patch or repair to exterior structure concrete, wood repair, and paint. Landscaping will include beautifying the landscape by providing mulching, annual flowers, and similar services as agreed to by each homeowner. Total payment shall not exceed \$100,000.00

PAYMENT

- The OCRA agrees to expedite payment monthly

This MOU is entered into:

By: Corion J. DeLaine

6/20/2023 _____
Date

By: 

06/20/2023 _____
Date

RESOLUTION NO. 23-

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY, AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A CONSULTANT AGREEMENT WITH PEGGY JOSEPH ("CONSULTANT") TO PROVIDE ADMINISTRATIVE ASSISTANT SERVICES TO THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY'S FRONT OFFICE OPERATION IN AMOUNT NOT TO EXCEED THIRY SIX THOUSAND DOLLARS (\$36,000.00); PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) is responsible for carrying out community redevelopment activities and projects within the OCRA; and

WHEREAS, the OCRA Board and Executive Director desires to enter into a consultant agreement setting forth terms and conditions of payment with Peggy Joseph for professional services related to the operation of the OCRA's Administrative Office for an amount not to exceed \$36,000); and

WHEREAS, the OCRA and Peggy Joseph desire to enter into the consultant agreement, attached hereto as "Exhibit "A".

NOW THEREFORE BE IT RESOLVED BY THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

Section 1. RECITALS

The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The OCRA hereby approves the consultant agreement with Peggy Joseph setting forth the terms and conditions of payment for the provision of consultant services associated with the OCRA's Administrative Office, as more specifically set forth in Exhibit "A," for an amount not to exceed THIRTY-SIX THOUSAND and 00/100 Dollars (\$36,000.00).

Section 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ **day of** _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Jason Walker
Director

Weiss Serota Helfman Cole & Bierman, P.L.

Moved by: _____

Seconded by: _____

VOTE:

Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Taylor	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____

Peggy Joseph

Hollywood, FL 33023
mspeggyj1@gmail.com
+1 7863688968

Willing to relocate: Anywhere

Work Experience

Office Agent

Swissport International Ltd. - Newark, NJ
November 2021 to May 2022

Inspector

JAS - Newark, NJ
March 2021 to July 2021
Booked appointments
Inspected basements to prep for team
Checked materials of water pipes

Fashion Consultant

Louis Vuitton - Miramar, FL
September 2020 to November 2020
Interacted with customers through live chat
Assisted customers with questions
Assisted customers with expensive purchases

Customer Service Specialist

Hard Rock International - Hollywood, FL
January 2017 to August 2018
As a specialist my responsibilities were that of an acting supervisor. My multiple tasks included operating a multi-line telephone system, handling escalated calls, e-mail correspondence with guests, reservation requests from casino hosts for high end clientele, limo service arrangements, and guest reservations for hotel, dining, spa, and promotional offers.
Promoted within the first year of employment and maintained an above average customer and company evaluation per the company's high quality assurance standards.
Assisted the company in improving internal relations between representatives and management as well as overall call performance

Travel Agent

Virgio Travel Inc - Miami, FL
January 2008 to May 2017
Booked airline, cruise and hotel accommodations
Handled emails, inbound calls, and outbound calls

CSR - Customer Service Representative

PRC - Miami, FL

March 2007 to January 2008

- Handled billing issues and order inquiries
- Managed customer accounts
- Kept records of customer complaints
- Interacted with customers through live chat

Education

Florida International University- Biscayne

Associate in Hospitality

Miami Dade College - Miami, FL

2014

Languages - English and Haitian Kreyol

Skills

- Customer Service
- Call Center
- Customer Care
- Supervising experience
- Office experience
- Multi-line phone systems
- Data entry
- Typing
- Phone etiquette

CONSULTANT AGREEMENT

THIS AGREEMENT (“Agreement”) is entered into by and between Opa-locka Community Redevelopment Agency, hereinafter called “OCRA” and Peggy Joseph, hereinafter called “Consultant”. The OCRA and Consultant may be hereinafter referred to individually as “Party” or collectively as “the Parties”. The Parties intend for this Agreement to govern their dealings and relationship and, hereby, assign an effective date of October 2, 2023.

In consideration of the mutual covenants herein set forth, the OCRA hereby retains Consultant upon the following terms and conditions.

1. PROGRAM OVERVIEW

As an administrative assistant at the Opa Locka Community Redevelopment Agency, your duties will include a wide range of responsibilities to ensure the smooth functioning of the administrative office. Here are some key duties for this role:

1. Provide clerical and administrative support: You will be responsible for handling various administrative tasks such as answering phone calls, managing emails, scheduling appointments, organizing meetings, and maintaining office supplies.
2. Prepare and maintain documents: You will assist in drafting and editing memos, letters, reports, and other administrative documents. Proper organization and filing of these documents will also be part of your responsibilities.
3. Coordinate communication: You will serve as a point of contact for internal and external stakeholders, including agency staff, residents, and community partners. You will handle inquiries promptly and professionally, ensuring effective communication between different parties.
4. Manage calendars and schedules: You will maintain appointments and meetings for agency staff, ensuring that schedules are up-to-date and conflicts are avoided. Additionally, you may assist in arranging travel plans and accommodations for staff members when necessary.
5. Support with budgeting and financial tasks: You may be involved in assisting with budget planning, tracking expenses, and processing invoices or reimbursement requests. Attention to detail and accuracy are crucial in these financial responsibilities.
6. Assist with event coordination: You may support the planning and organizing of events, such as community meetings or agency workshops. This may involve arranging venues, coordinating with vendors and participants, and preparing necessary materials.
7. Maintain confidentiality: You will handle sensitive information with discretion and ensure that confidential records and documents are stored securely. It is important to maintain a high level of confidentiality and integrity in all administrative tasks.
8. Perform general office duties: You will be responsible for performing various general office tasks, such as photocopying, scanning, filing, and maintaining office equipment. Additionally, you may help with mail distribution and handling incoming and outgoing correspondence.
9. Assist in special projects: Occasionally, you may be assigned specific projects or tasks by the agency's management. These projects could vary and may require conducting research, data collection and analysis, and assembling reports or presentations.

Overall, as an administrative assistant in the Opa Locka Community Redevelopment Agency administrative

office, your role will be essential in ensuring effective administration, facilitating communication, and supporting the overall goals of the agency.

2. RETENTION OF DELIVERABLES

Consultant possesses specialized knowledge and skills necessary to provide certain Deliverables to the OCRA. Therefore, the OCRA desires to retain Consultant and Consultant agrees to provide services as outlined below.

- Maintain program management and service delivery
- Work with budget/finance administrator to track expenditures
- Submit bi-weekly program updates to Interim Director
- Work with OCRA staff to maintain program documents, including applications, program reports, spreadsheets and all other supportive material
- Work with Finance Director, or designee, to facilitate payment to vendor(s)

3. COMPENSATION

A. The OCRA will pay Consultant for the Deliverables according to the compensation schedule set forth in the terms.

B. All Deliverables provided by Consultant to the OCRA are expected to be completed by project delivery date to be coordinated between Consultant and the OCRA.

C. Consultant will be compensated \$1,500 bi-weekly, inclusive of all fees and hours.. Effective October 2, 2023. The OCRA holds the option to extend the length of the contract up to three (3) months for an additional \$1,500 bi-weekly rate, if deemed necessary and agreed to by both Parties.

D. All payments must be made to Peggy Jospeh.

E. Consultant agrees to deliver an invoice for approval to the OCRA Interim Director for all Deliverables rendered. All such invoices shall state the Consultant's name or code, number of hours worked by day and shall describe the nature of work completed.

F. Consultant agrees to submit all such invoices within three (3) business days of the bi-weekly pay end date which ends on Saturday and begins on Sunday for work performed. Consultant further agrees that the OCRA will have no liability whatsoever as to any work not invoiced within thirty (30) days after the work was performed.

4. RELATIONSHIP OF THE PARTIES

The parties intend Consultant and the Consultant's employees to serve solely under this Agreement as an independent Consultant and not as an employee or agent of the OCRA. No other relationship is intended to be created between the parties. Consultant will have no power or authority to bind the OCRA or assume or create any obligation or responsibility on the OCRA's part or in the OCRA's name and will not represent to any third party that Consultant has such power or authority. Consultant maintains the right to accept or reject projects. Consultant's Deliverables will be

performed with supervision from Interim Director and, while the desired results of Consultant's Deliverables will be mutually agreed upon, the OCRA will exercise no control or direction as to the means for accomplishing this result.

5. NO DEDUCTION OF TAXES / NO WITHHOLDING

Consultant is solely responsible for declaration of all amounts received from the OCRA to the Internal Revenue Service and any other applicable taxing authorities. Nothing in this Agreement shall be deemed to create or constitute the relation of employer and employee between the OCRA and Consultant (its employees or shareholders) for any purpose whatsoever, including, but not limited to the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, income tax withholding (federal, state and local) and any and all federal, state or local taxes or contributions.

6. USE OF OCRA PERSONNEL, FACILITIES AND EQUIPMENT/FIXED RENTAL

OCRA will supply personnel, workspace in Municipal Complex, facilities, all equipment, tools and supplies necessary to accomplish the Deliverables. Consultant shall determine time, place, method and means of performing the services. In the event Consultant uses the OCRA's information systems in performing the Deliverables, Consultant will comply with the OCRA's Information Security Standards for Independent Consultants attached hereto as Exhibit A as the same may be updated by the OCRA from time to time.

7. NO BENEFITS

Consultant (and its employees) shall receive no vacation, sick, holiday or paid time off pay from the OCRA. Consultant acknowledges and agrees that a material component of the terms of compensation agreed to by these parties is that Consultant is not eligible to participate in any benefit programs that the OCRA maintains for its employees.

8. NO GUARANTEE OF PERSONAL SERVICES

Consultant shall solely determine whether Consultant or Consultant's employees will perform the services for the OCRA under this Agreement.

9. TERM AND TERMINATION OF AGREEMENT

- A. The term of this Agreement shall be as set forth below.
- B. Consultant will provide services up to 30 hours per week. Work hours shall be flexible between in office or remote upon advising OCRA Interim Director.
- C. The effective date of this Agreement is October 2, 2023, or upon signature. This Agreement shall continue 365 days from effective date. Agreement may be terminated earlier, or term may be extended, as provided in this Agreement.
- D. Either the OCRA or Consultant may terminate this Agreement at any time and for any reason by providing written notice.
- E. Either the OCRA or Consultant may terminate this Agreement if the other party breaches a warranty or material term of this Agreement or otherwise fails to comply

with a material obligation under this Agreement and fails to correct the same within five (5) days after written notice from the non-breaching party.

- F. Upon expiration or termination of this Agreement, Consultant shall return to the OCRA, within two (2) days after expiration or termination, all computer equipment and software (and all copies thereof) owned or licensed by the OCRA, office keys, security cards, all Client and OCRA files, both saved and backup files stored on external drives, all customer lists and documentation prepared and obtained in connection with Consultant's performance under this Agreement, and any other OCRA property held by Consultant or under Consultant's control. All Client and OCRA files must be deleted and removed from Consultant's equipment, if applicable.
- G. Within thirty (30) days after expiration or termination of this Agreement, both parties agree to pay in full any amounts owed to each other up to and including the effective date of such expiration or termination.

10. CONFIDENTIAL INFORMATION

During and after Consultant's relationship with the OCRA, Consultant agrees to hold all Confidential Information (as hereinafter defined) in strict confidence and not copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give or disclose such information to any person or entity and not to use any Confidential Information for any purpose whatsoever other than is required in the performance of Consultant's duties under this Agreement.

Consultant shall take all reasonable precautions to prevent disclosure of the Confidential Information to unauthorized persons or entities. Consultant agrees to notify the OCRA promptly and in writing of any circumstances of which Consultant has knowledge relating to any possession, use or knowledge of any portion of the Confidential Information by any unauthorized person.

"Confidential Information" means: (a) any information not generally known or previously published by the OCRA, which concerns the OCRA business or proposed future business and which gives or is intended to give the OCRA an advantage over its competition who do not have such information; and (b) any information obtained from, or related to, clients (including prospective clients) of the OCRA not generally known or previously published by the client which concerns client business or proposed future business of the client and which gives or is intended to give the client an advantage over its competition who do not have such information. Confidential Information does not include (i) information after it has been made public by the OCRA, (ii) information that is made publicly available without breach of this Agreement or (iii) information that is lawfully disclosed by a third party not subject to or under a duty of confidentiality.

Confidential Information includes, without limitation, ideas, concepts, know-how, methods, techniques, structures, information and materials relating to engineering data, marketing plans, products, inventions, drawings, blueprints, formulas, design algorithms, processes, manufacturing techniques, customer and personnel information, financial data, product information, purchasing information, service and operational manuals and documentation therefore, intellectual property, internal business procedures and business plans.

11. NON-EXCLUSIVITY

The OCRA and Consultant acknowledge and agree that Consultant is in business for itself

and shall be free to perform work for customers other than the OCRA during the term of this Agreement.

12. ASSIST IN DEFENSE OF CLAIMS

During and up to three (3) months after the term of this Agreement, Consultant agrees to assist OCRA in connection with the defense of any claim arising out of or in connection with Consultant's work for or on behalf of the OCRA and involving the OCRA clients and/or its officers, employees, or agents. Consultant will be reimbursed for expenses necessary to Consultant's assistance and cooperation in the defense of these claims.

13. REMEDIES FOR BREACH OF AGREEMENT

A. In the event Consultant violates the terms of any part of this Agreement, the OCRA shall have the right to apply to any court of competent jurisdiction for an injunction restraining Consultant from further violation.

14. INDEMNIFICATION

~~A. Consultant hereby agrees to indemnify, defend and hold harmless the OCRA, its affiliates and their respective officers, directors, employees and agents (each of the foregoing being hereinafter referred to individually as an "Indemnified Party") from and against any and all claims, liabilities, losses, expenses (including attorney's fees and legal expenses related to such defense), fines, penalties, taxes or damages (collectively "Liabilities") asserted by:~~

~~1. Any third party against any Indemnified Party for: (1) personal injury or property damage to the extent such Liabilities arise out of or result from the negligence or willful misconduct of Consultant in providing any Deliverables; or (2) the representations and warranties made by Consultant, or their breach;~~

~~2. The OCRA's client(s) against any Indemnified Party to the extent such Liabilities arise out of or result from the Deliverables; or~~

~~3. Any third party (including any employee or Consultant) against any Indemnified Party in connection with the calculation and payment by Consultant, on behalf of its employees or Consultants, of any wages, salaries, compensation, taxes, withholdings, and other statutory or contractual obligations of any sort, including, but not limited to, Workers' Compensation Insurance, The Federal Insurance Contribution Act, The Social Security Act, The Federal Unemployment Tax Act, income tax withholding (federal, state and local) and any and all federal, state or local taxes or contributions.~~

A. The OCRA hereby agrees to indemnify, defend, and hold harmless Consultant, its affiliates and their respective officers, directors, employees and agents (each of the foregoing being hereinafter referred to individually as an "Indemnified Party") from and against any and all claims, liabilities, losses, expenses (including attorney's fees and legal expenses related to such defense), fines, penalties, taxes or damages (collectively "Liabilities") asserted by:

- Any third party against any Indemnified Party for: (1) personal injury or property damage to the extent such Liabilities arise out of or result from the

negligence or willful misconduct of the OCRA; or (2) the representations and warranties made by the OCRA, or their breach; or

- The OCRA's client(s) against any Indemnified Party to the extent such Liabilities arise out of or result from Deliverables rendered by the OCRA.

Consultant shall promptly notify the OCRA of any third-party claim subject to indemnification hereunder and the OCRA shall, at Consultant's option, conduct the defense or settlement of any such third-party claim at the OCRA's sole expense and Consultant shall reasonably cooperate with the OCRA in connection therewith.

15. COMPLETE AGREEMENT

This Agreement is the parties' entire understanding on its subject matter and supersedes all prior inconsistent understandings or agreements. No other representations, promises, agreements, or understandings, whether oral or written, shall be of any force or effect. This Agreement shall be binding upon and inure to the benefit of the OCRA, its successors, or assigns. Consultant may assign or transfer its rights or duties under this Agreement with the OCRA's prior written consent.

16. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state of Florida, excluding its conflict of law rules. All actions in any way arising out of or related to this Agreement shall be litigated in courts within such state, and the parties hereby consent and submit to the venue and jurisdiction of the local, state or federal court located in Miami-Dade County.

17. SEVERABILITY

If any provision of this Agreement is held overbroad, invalid or otherwise unenforceable under the applicable law and circumstances by a court of competent jurisdiction, the parties agree to a reduction of the scope (including time and geographic area) and the remainder shall remain in full force and effect. The invalidity or unenforceability, in whole or in part, of any provision of this Agreement shall not affect the validity or enforceability of any other provision. If any portion is held invalid or unenforceable with respect to circumstances, it nevertheless shall remain in full force and effect in all other circumstances.

18. WAIVER OF BREACH

No change or modification to or waiver of any provision under this Agreement shall be valid unless in writing and signed by both parties. No waiver of any breach, term or condition of this Agreement by any party, whether by conduct or otherwise, in any one or more instance, shall constitute a further waiver of the same or any other breach, term, or condition. Failure, delay or forbearance of any party to insist on strict performance of any provision of this Agreement, or to exercise any rights or remedies hereunder, shall not be construed as a waiver.

19. NOTICES

Any notice required or permitted under this Agreement shall be in writing and be deemed given: (a) if by hand delivery, upon receipt thereof; or (b) if mailed, three (3) days after deposit in the U.S. mail, sent by registered or certified mail, return receipt requested, postage prepaid,

delivered or addressed at the addresses set forth below, or at such other address provided by advance written notice to the other party; or (c) if by facsimile or electronic mail (e-mail), the date of delivery of said facsimile or e-mail.

20.SURVIVAL AFTER TERMINATION

The terms of this Agreement which by their nature are to survive this Agreement will survive its expiration or termination.

21.COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which when so executed shall constitute an original and all of which together shall constitute one and the same agreement. An executed copy of this Agreement shall be effective whether delivered as an original, by pdf format, or by facsimile transmission of an executed signature page.

INTENDING TO BE LEGALLY BOUND as of the Effective Date, each of the parties hereto has caused this Agreement to be executed by a duly authorized representative of such party as of the date first set forth above.

CONSULTANT:

By: _____

Peggy Joseph
The Individual

OCRA:

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY.

By: _____

Jason Walker
Opa-locka CRA
Interim Director

Address: 780 Fisherman Street Fourth Floor Opa-locka, FL 33054

1. Other Provisions Mutually Agreed to by the Parties

The terms of this agreement are agreed to by:

Peggy Joseph

By: _____

Title: _____

Opa-locka Community Redevelopment Agency.

By: _____

Title: Interim Director

Date: _____

Date: October , 2023

EXHIBIT A
**CITY OF OPA-LOCKA/OCRA INFORMATION SECURITY
STANDARDS FOR INDEPENDENT CONSULTANTS**

OWNERSHIP AND EXPECTATION OF PRIVACY

All City-issued computer equipment belongs to the City and must be returned to the City upon expiration or sooner termination of Consultant's engagement with City.

All information created, sent or received via the City's information resources, including but not limited to computer hardware, software, electronic messaging systems, network, web sites and Intranet, is the property of the City. Consultant should have no expectation of privacy regarding such information. This includes, but is not limited to, all e-mail messages, instant messaging, and all electronic files.

To ensure compliance with the City policies, applicable laws and regulations, Consultant and employee safety, the City reserves the right to monitor, inspect and/or search the City's information systems, including e-mails, at any time. This examination does not require the consent, presence, or knowledge of Consultant. The City retains the right to remove from its information systems any material it deems in its sole discretion as offensive, against these standards or potentially illegal.

ACCEPTABLE USAGE

The City may revoke Consultant's access to the City's systems if the City believes, in its sole discretion, that Consultant's conduct interferes with the normal and proper operation of the City's information systems, adversely affects the ability of others to use the City's information systems, puts confidential information in harm's way or may be considered harmful, illegal, or offensive to others.

Consultant must not attempt to gain access to applications, another person's files or mailbox or protected papers without prior written authorization from the City Manager who engaged Consultant.

Consultant may not use the City's information systems to perform work for Consultant's other clients or customers.

THEFT OR LOSS OF DATA OR EQUIPMENT

Consultant must promptly report the theft, loss or wrongful or erroneous disclosure of any item containing confidential information to the City Manager who engaged Consultant.

Consultant is expected to cooperate promptly and fully with any investigation into such theft, loss or wrongful or erroneous disclosure.

PRIVACY OF CLIENT & EMPLOYEE INFORMATION

Consultant must collect, handle, maintain and destroy any personal information obtained from or on behalf of the City or its clients in accordance with all applicable laws and regulations (including but not limited to the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191) and the Gramm-Leach-Bliley Act of 1999 (Public Law 106-102) and

associated regulations, and any other federal, state, provincial, local or other laws or regulations) pertaining to the handling of personal information.

INFORMATION HANDLING GUIDELINES

Information protection and handling must be consistent, regardless of the medium in which the information is stored.

Data Collection

- Collect only information required to perform a particular engagement
- Upon receipt of information, confirm that it is the information requested. Destroy or send back unneeded confidential information
- Copy confidential information to agreed file folder and delete all copies from e-mail, external storage or other areas

Storage

- Limit access to confidential information to those with a “need to know”
- Secure file folders
- Laptops and external storage must be encrypted
- E-mails containing City information may not be stored in the Outlook archive
- At a minimum, sensitive papers should be covered or otherwise not open to the casual observer when the Consultant is away from Consultant’s workspace
- Paper reports containing sensitive information such as salary, Social Security Numbers (SSN), account numbers and corporate information should be stored in a locked cabinet when not in use

Transmission

Transmission of an SSN or other sensitive information over the Internet must be secured.

- Confidential information sent via e-mail must be enclosed in a password protected or encrypted attachment. The password must be sent in a separate e-mail or given over the phone
- Other permissible forms of file transfer include
 - City FTP Site
 - Encrypted jump drive
 - Password-protected or encrypted files on a CD/DVD

Sending Letters

Any unnecessary or inappropriate information must be removed before mailing. Confirmation letters and other types of mailings containing sensitive information should be reviewed by a second employee of Consultant (or the City in the event no second employee of Consultant is available) before mailing. SSNs may not be sent in a letter or document unless required by law.

Destruction

Dispose of confidential information so that it is unreadable and unusable. Note that no records may be destroyed if a preservation notice has been issued on those records by the City or if there is an indication of litigation. Also note that

regulatory requirements or the City record retention policies may apply to files in certain situations.

Paper

Papers containing sensitive information should be mechanically shredded or placed in a shredding bin. Such papers should not be placed in regular trash receptacles.

Electronic Disposal

Drag all files to the PGP shredder icon on the desktop or delete permanently

- Delete unneeded files from the file server
- Remove duplicate files, documents and databases from the PC
- Remove duplicate files from Outlook
- Destroy or electronically wipe external storage devices
- Remove duplicate back up files

SYSTEM ACCESS CONTROL

Consultant will be assigned a unique network user ID and password. Consultant will be personally responsible for the use of Consultant's ID and password. Passwords may not be shared with others and should never be posted or placed where others may see them.

Consultant may not attempt to gain unauthorized access to the City's computing resources or information assets, including IDs and/or passwords.

PHYSICAL SECURITY FOR EQUIPMENT AND INFORMATION

Consultant must take prudent steps to protect the City equipment (such as laptops, PDAs and servers) and information (whether in electronic or paper form) from the risk of theft, unauthorized destruction and other mishaps.

The following are best practices that Consultant should use as feasible:

In the City's or Consultant's Offices

When away overnight or for a number of days:

- Cable lock laptops, put in desk/cabinet or take home
- Remove or cover confidential information from desks, walls and public areas
- Lock the computer screen
- Remove CDs, flash drives and other external media that contain confidential information

The entrance to the office should be manned at all times or locked during the workday and after hours.

At the City Site

When away during the day:

- If the work room doors have locks, then lock doors
- Cable lock each machine or lock machines together (thus making theft more difficult and obvious)
- Lock computer screen

- Cover up sensitive documents or otherwise ensure they are not in plain sight
- Remove CDs, flash drives and other external media that contain confidential information

In the Car

- Store laptop, briefcase and other work items in the car's trunk
- If there is no trunk, put equipment and papers in the back of the car and cover up
- Store external media, such as CDs and flash drives, separately from the computer
- Stow the laptop before arriving at the parking spot
- Avoid leaving laptop in extreme heat or cold. If this cannot be avoided, wait until the machine is near room temperature before turning it on

Airline Storage

- Do not check laptops in your luggage
- Prior to flying, listen to the news or ask hotel staff for changes in airport security rules
- Travelers should monitor the passage of their equipment through airport security checkpoints
- If you cannot carry on the laptop then send the laptop by established carrier (e.g., FedEx, UPS, etc.)
- When there are no other options, then consider the following steps:
 - Copy data files to the network or external media. Protect the files on the media and carry on
 - Carefully wrap the laptop in bubble wrap or layers of clothes or other cushioning

PORTABLE SYSTEMS SECURITY

Consultant must remove confidential information from its computers and PDAs as soon as it is not needed and in accordance with any applicable record retention policies or requirements. This includes files in databases, C-drives and e-mail, as well as external storage such as CDs.

All laptops are encrypted using the City's encryption software. Thumb drives must also be encrypted. Confidential information may not be stored on unencrypted CDs, IPODs or similar devices.

TAKING WORK HOME

If Consultant has been issued a laptop, Consultant may not perform work for the City or the City's clients on any other laptop.

Consultant must not allow anyone else to use the City's laptop, peripherals or to view the City's electronic or paper documents.

ELECTRONIC MESSAGING

Sending Sensitive Information

Electronic messaging sent over the Internet is not a secure method of electronically transmitting information. Therefore, e-mail transmission of non-public personal information outside the City must be secured using either encryption software approved by the City's Corporate IT Department, the City's secure FTP server or by password protecting the file

(e.g., attachment of a zipped and password protected file). If a password-protected file is sent, the password must be delivered separately from the protected document.

Forwarding E-mails

City e-mails containing City information are not to be forwarded to Consultant's personal e-mail account or other non-City e-mail systems. Similar e-mails may not be forwarded to third parties who are not engaged in City business.

Approved E-mail & Instant Messaging systems

Only the City's approved e-mail system may be used to conduct City business. Use of non-City Messaging systems (e.g., Gmail) to conduct City business is unacceptable practice. However, in circumstances when the City's e-mail system is not available, other e-mail system is appropriate.

Text Messaging

Text messages containing confidential information are prohibited.

Solicitation and Promotion

Consultant may not use the City's electronic messaging systems to solicit for commercial ventures, religious or political causes, other organizations, or other non-work-related solicitations, including the sending of SPAM and chain letters.

Harassment

Consultant may not use City's systems to display or transmit sexually explicit images, messages, or cartoons, or any materials that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, religion, sex, age, national origin, disability, pregnancy, citizenship status, veteran status, sexual orientation or any other characteristic protected by federal, state or local law.

Computer Malware Protection

If Consultant believes that Consultant's City-issued computer has become infected by a computer virus, Consultant should contact the City's Service Desk immediately for assistance and not take any action unless directed to do so by the Service Desk.

Retention of E-mail

Consultant must retain e-mails in conformity with the City's record retention policies in effect for Consultant's particular engagement as the same are communicated to Consultant.

INTERNET AND INTRANET

Media Streaming

Audio and video media streaming is prohibited unless required to conduct Consultant's business for the City.

Downloading from the Internet

Consultant may not download non-City software or files from the Internet without City's prior approval. Personal files, such as music, games or movies, may not be downloaded.

Posting Confidential Information

No confidential information may be posted on Internet websites or on the Intranet or Extranet sites.

VOICE COMMUNICATIONS**VOIP Voice Mail Messages**

Voice over Internet Protocol (VOIP) voice messages that are received as e-mails must be managed and controlled similar to Outlook e-mail messages. Consultant must adhere to the Electronic Messaging standards set forth above when dealing with VOIP messages.

Personal Phone Calls

Consultant should conduct personal long-distance phone calls using Consultant's personal calling card or cell phone.

The City's toll-free phone numbers are not for personal or non-City use.

SOFTWARE

Consultant may not install any software on City's computers, install City's software on any non-City computers, or copy City's software without City's prior approval.

INTELLECTUAL PROPERTY

All information or products acquired, developed or used for City purposes belong to the City. For electronic information or products, this includes, but is not limited to, client information, software and tools (such as on-line tools and supporting materials such as manuals).

SECURITY TOOLS AND TESTING

Consultant may not acquire or use tools (such as port scanners, password crackers, etc.) that could be employed to evaluate, test or compromise systems security.

Consultant will not exploit any security weaknesses and will report any such weaknesses to the City promptly upon becoming aware of such weaknesses.

THIRD PARTY ACCESS TO THE COMPANY NETWORK

In strictly controlled situations, the City does allow third parties to access City internal networks and connected computer systems. Consultant will not grant any third parties' access to City internal networks or connected computer systems without first obtaining City's written approval.

HARDWARE CONFIGURATION

Servers and PCs will be configured so that any unnecessary code shall be removed or disabled by the appropriate City IT staff, at the direction of City's Corporate IT Department.

Consultant may not attempt to change the configuration of City's equipment or hardware without authorization from City's IT Department.

REMOTE ACCESS

Consultant must not establish connections with any third party, external network, Internet Service Provider (ISP) or other external networks without prior approval of City's IT Department.

REMOTE CONTROL

Use of remote control (e.g., LogMeIn, PC Anywhere, Go to My PC, etc.) access to computers or servers must be approved in advance by City's IT Department.

DISPOSAL OF MEDIA

All media must be properly disposed of after erasure in accordance with applicable laws, regulations, industry standards and manufacturer's recommendations, based on media type and condition.

RESOLUTION NO. 23-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) TO ESTABLISH THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) 2024 BUSINESS ASSISTANCE MICROGRANT PROGRAM WITH AN ALLOCATION OF \$250,000; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Opa-locka Community Redevelopment Agency is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the Opa-locka Redevelopment Plan ("Plan"), and

WHEREAS, in regards to carrying out redevelopment activities for the OCRA, many business and commercial property owners of the City of Opa-locka are in need of assistance with infrastructure, construction, code violation satisfaction, and

WHEREAS, in an effort to assist our business and commercial property owners in their time of need, the OCRA finds it in the best interest of the community to establish the OCRA Business Assistance Microgrant Program pursuant to Exhibit "A", to assist business and property owners in the OCRA who have suffered neglect and damaged property and face difficulty in remaining open, which can cause a negative cycle of blight and disinvestment in the business corridor.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The Board of the Opa-locka Community Redevelopment Agency approves/denies establishing the OCRA 2024 Business Assistance Microgrant Program.

SECTION 3. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the Opa-locka Community Redevelopment Agency Executive Director, or designee, without need of

public hearing, by filing a corrected copy of same with the Opa-locka Community Redevelopment Agency Secretary.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell
OCRA Chair

ATTEST:

Jason Walker
Director

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

CRA Attorney

Moved by: _____

Seconded by: _____

VOTE:

Board Member Taylor	(Yes) _____	(No) _____
Board Member Bass	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____

Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Vice Chairperson Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____



2024 Business Assistance Microgrant

Program Guidelines • Procedures • Application

Program Description:

The *Opa-locka CRA Business Assistance Microgrant Program* assists qualified business or property owners with costs that are directly related to opening of a new business, improving an existing business condition, remedying code violations, providing ADA access, assisting existing businesses struggling due to business interference, blight, or disasters and eliminating blighting conditions in targeted areas of the Opa-locka CRA. Business Assistance Microgrant funds may be used for improvements to properties that are not eligible for grant funding from other sources available in the area, or to supplement grant funds awarded by other sources. Priorities include projects that can use CRA funds to leverage other public and private investments and bring new business and restaurant/entertainment venues to distressed areas.

Funds may not cross outside of Opa-locka CRA District Boundaries and are targeted at specific areas in the Opa-locka CRA District. **The program has an annual project cap of \$35,000.** This amount may be exceeded in rare circumstances at the discretion of the Executive Director. In addition to a private match, the grant recipient is responsible for all business costs that exceed funding provided by the CRA. The CRA may recommend funding at a lesser amount, given that funds are awarded as available and based on priorities outlined below. Funds from this program are paid directly to the business owner or to the contractors performing the work after a competitive selection process.

Program Areas and Priorities:

While parts of the Opa-locka CRA's redevelopment area have benefited from the boom in commercial and residential development, some areas within the CRA district have not seen the benefit of this investment. The business corridors of the Opa-locka CRA suffer from neglected and vacant properties and a general aesthetic that is not conducive for businesses to thrive in the community. The Opa-locka CRA has prioritized improvements to properties within the limits of the boundaries of the entire Opa-locka CRA district ([see map](#)), but may choose to focus on particular problem areas.

Emergency Recovery & Business Interruption Microgrant

Due to large number of infrastructure and other construction projects, power outages, burglaries, flooding, and other disaster-related interruptions in the changing neighborhoods of the Community Redevelopment Area, businesses and residents may face difficulty in remaining open, which can cause a negative cycle of blight and disinvestment. The CRA is committed to preventing the conditions causing Slum & Blight and is offering a microgrant to businesses or residents facing these problems.

Grant award can be used to conduct quick repairs to damaged property, replace damaged or stolen equipment or infrastructure, add emergency lighting or cameras, mitigate previous damage, increase signage, or defray other costs after or during a business interruption or emergency. Grantees are selected on a rolling basis at the discretion of the executive staff as funding permits.

Employment Opportunity Microgrant

Portions of the Opa-locka CRA redevelopment area have a high underemployment rate. The CRA is intent on increasing employment opportunities in the district and raising the median income levels for residents and workers here. This microgrant is available to hire, train, and retain workers at businesses within the Opa-locka CRA which serve the local community and increase quality of life and local activity. Funds will be paid as a reimbursement. Grantees are selected on a rolling basis at the discretion of the executive staff as funding permits.

Business owners using these funds are expected to have appropriate insurance, and to provide evidence of capacity to remain in business and compensate employees after the grant ends. Best efforts must be made to hire from the neighborhood, city, and then then county.

Building Improvement Microgrant

Due to the increased vacancies and the changing character of the neighborhoods in the CRA, it is often necessary to upgrade the infrastructure of a building to improve customer experience, change the use, add new AC, ventilation or sewer infrastructure, shift from temporary to permanent operation, or to make signage or aesthetic improvements to the property. Building Improvement Microgrants are available on a rolling basis, as funding permits, for businesses to make small improvements to the building, façade, landscaping, signage, or other improvements to the property.

Eligibility:

These funds are usually not made for routine maintenance and should be part of a larger scope of improvements to the property or area. All Microgrants will be subject to insurance requirements as deemed necessary by the CRA. Any improved property should have an active or soon-to-be active business and/or residential use located on the property.

- ***Emergency Recovery & Business Interruption Microgrant***

These funds will be issued in response to a documented business interruption, emergency or other unforeseen hardship resulting from natural disasters or blighted or disruptive neighborhood conditions.

- ***Employment Opportunity Microgrant***

These funds will be issued so that local businesses wishing to ramp up hours, increase their visibility, or otherwise improve the quality or hours of service, or increase the number of employed staff members.

Documentation of new employment will be required [see attached form].

- ***Building Improvement Microgrant***

These funds will be issued for businesses wishing to change the use of their building, to improve the aesthetics, visibility or accessibility of their business, or to add infrastructure and fixtures to allow them to better serve the neighborhood.

Documentation of Improvements will be required [see attached form].

Completion:

All projects and grant disbursements shall be completed within a 6-month period from the date the contract is signed. Extensions beyond the 6-month completion date can only be made with the approval of the CRA Director. Such approval shall be in writing and noticed to all parties. All Microgrant recipients will be required to prominently display signage acknowledging the CRA assistance.

Recovery & Business Interruption Microgrant:

These funds will be issued in response to a documented business interruption, emergency or other unforeseen hardship resulting from natural disasters or blighted or disruptive neighborhood conditions. The funds can be used to address the current effects of disruption or install mitigation against future disruptions, including, but not limited to, improvement of electrical generators, installation or repair of impact windows and doors, roof repairs, installation and repair of locks or security measures, rent assistance, hiring of security guards or cameras, replacement of stolen or vandalized property, and other similar items.

Attach documentation of hardship/interruption

Please attach photographic evidence or other documentation verifying that the business has suffered an eligible business interruption or emergency. This can include, but is not limited to, estimated traffic counts, road closure notices, police reports, hurricane damage reports, etc.

Type of interruption/emergency	Proposed Mitigation	Estimated Cost

Award

Award of the Recovery & Business Interruption Microgrant is at the discretion of the Executive Director. Awards involving buildout should follow the procedures for Building Improvement Microgrants.

Building Improvement Microgrant Project Procedures:

CRA= CRA Staff; CNTR = Contractor; PROP = Property Owner; TNT = Tenant

A) Application Process

CRA meets with Tenant and/or Property Owner, verifies that the property is an eligible address and that the tenant/business meets basic criteria for the CRA Business Assistance Microgrant.

1. Review Tenant Business Model and verify lease – CRA
2. Review Improvement Activities to be funded by the program – CRA, TNT
3. Eligible Scope of Work and Budget is Prepared – CRA, TNT, PROP
4. Tenant and Property Owner prepare Application, attach Scope and Budget – TNT, PROP
5. *BEFORE* pictures are taken and delivered to CRA– TNT, PROP
6. Letter of Grant Award or denial is sent to Property Owner and/or tenant – CRA

B) Contract Process

Contract includes scope of work exhibit. Additional documents such as sub-contractor lists (for release of lien) and Work Authorization Form are used for project monitoring.

1. Tenant or Property Owner secures pricing (3 leveled bids) and selects contractor – TNT, PROP & CRA
2. Tenant submits contractor list and copies of estimates to CRA – TNT
3. DMP Prepares Contract with Scope of Work as exhibit – CRA
4. Insurance for Business Owner, Contractor and subs is approved.
5. Contract is executed – CRA, TNT, CNTR
6. Work Authorization Form is executed – CRA, TNT, PROP
7. After invoice is received CRA gives up to 40% to the Contractor to begin the work
8. Permits are pulled and work begins – TNT, CNTR
9. CRA monitors progress – CRA

C) Project Completion

Contractors are paid after all liens are released, any permits are closed and a final invoice is submitted.

1. *AFTER* Pictures are Taken – TNT
2. Release of Lien letter for each contractor is obtained – TNT, CNTR
3. Closed Permit Report submitted – TNT, CNTR
4. Final Invoice to CRA is submitted for payment – CNTR
5. CRA makes the final payment to the Contractor Payment – CRA

Employment Opportunity Microgrant Procedures

The Employment Opportunity Microgrant is intended to further the employment of residents of the Opa-locka CRA and improve ability of employers to expand services and pay living wages to their employees. The Opa-locka CRA does not tolerate employment discrimination based on membership of any protected class. Documentation of non-discrimination in hiring must be provided to the CRA.

The CRA may require the documentation of the following:

- Help-Wanted Advertisements to be posted for the position open or previously filled positions
- Current payroll records
- Projected payroll with new hires
- Workers Compensation insurance for all employees

Hiring should be targeted at residents of the Opa-locka CRA neighborhoods; If best efforts to hire from those neighborhoods is unsuccessful hiring may take place from the City, and then the County.

After an initial payment, all payments for the Employment Opportunity grant will be conducted on a reimbursement basis every two weeks pending proof of payment by ACH or Check.

Proper payroll records must be kept during the course of the Microgrant.

The Opa-locka CRA reserves the right to terminate the Grant agreement for convenience at any time.

Employment Microgrant Projected Job Creation Form (Please note additional forms to be completed)

Employment Verification Compliance Form for Job Creation Goals

Job Title	# of positions	Existing/ New Position	Projected/ Actual Hiring Date	Part Time/ Full Time	Hourly Pay Rate
TOTAL					

I certify that the information contained in this form is true and accurate.

Business Name: _____

Certified by:

Signature of Business Owner

Title

Printed Name

Date

Opa-locka CRA Business Assistance Microgrant Application

<i>Applicant Contact Information</i>			
Project Business Name			
Contact Name			
Mailing Address			
Telephone			
Fax			
Email			
<i>Corporation Information</i>			
Registered Corporation Name			
Mailing Address			
Corporation Officers & Titles			
Date & State of Incorporation			
Tax ID#			
<i>Project Location & Scope</i>			
Property Owner Name			
Project Address			
Folio#		Year Built	
Total Retail (Sq. Ft.)		Leased Retail (Sq. Ft.)	
Description of the business			
Type of Microgrant Requested (check one)	<u> </u> Employment	<u> </u> Emergency/ Interruption	<u> </u> Building Improvement
Description of Grant Requested			

Estimated Start Date		Estimated Completion Date	
Scope of CRA-Funding Request			
Description of Item / Contractor or Supplier		Estimated Cost	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
5.	5.	5.	
6.	6.	6.	
7.	7.	7.	
8.	8.	8.	
9.	9.	9.	
10.	10.	10.	
		TOTAL	
Acknowledgements			
As a current business owner in this community or a business seeking to improve business in this community, I wish to participate in the OPA-LOCKA CRA BUSINESS ASSISTANCE MICROGRANT. I acknowledge that I have received a copy of the Microgrant Grant Program Procedures and will comply with all requirements should I be awarded a grant. Sign / Print Name of Business Owner _____ Date _____ _____ / _____			
<i>(if building improvements will be included in scope of grant)</i> I acknowledge that Tenant, _____ is seeking assistance using the OPA-LOCKA CRA BUSINESS ASSISTANCE MICROGRANT PROGRAM and that the general terms of their lease conform to the terms above. Should the applicant win a grant award, I understand that funds will be used to make improvements to my property. Sign / Print Name of Property Owner _____ Date _____ _____ / _____			

RESOLUTION NO. 23-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) TO ESTABLISH THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA) 2024 BUSINESS INCENTIVE AND ASSISTANCE PROGRAM WITH AN ALLOCATION OF \$1,000,000; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A CONFLICT AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Opa-locka Community Redevelopment Agency is responsible for carrying out community redevelopment activities and projects within its Redevelopment Area in accordance with the Opa-locka Redevelopment Plan ("Plan"), and

WHEREAS, in regards to carrying out redevelopment activities for the OCRA, many business and commercial property owners of the City of Opa-locka are in need of assistance with opening of new businesses, improving existing businesses, and providing ADA access to businesses.

WHEREAS, in an effort to assist our business and commercial property owners in their time of need, the OCRA finds it in the best interest of the community to establish the OCRA Business Incentive and Assistance Program pursuant to Exhibit "A," to assist business and property owners in the OCRA who have suffered neglect and damaged property and face difficulty in remaining open, which can cause a negative cycle of blight and disinvestment in the business corridor.

WHEREAS, OCRA wishes to encourage new business development and the commercial and downtown corridor.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE BOARD OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

The Board of the Opa-locka Community Redevelopment Agency approves/denies establishing the OCRA 2024 Business Incentive and Assistance Program.

SECTION 3. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the Opa-locka Community Redevelopment Agency Executive Director, or designee, without need of public hearing, by filing a corrected copy of same with the Opa-locka Community Redevelopment Agency Secretary.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect upon the adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell
OCRA Chair

ATTEST:

Jason Walker
Director

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

CRA Attorney

Moved by: _____

Seconded by: _____

VOTE:

Board Member Taylor	(Yes) _____	(No) _____
Board Member Bass	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Vice Chairperson Williams	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____



2024 OCRA Business Incentive & Assistance Program Program Guidelines • Procedures • Application

Program Description:

The Opa-lock Community Redevelopment Agency (CRA) Business Incentive & Assistance Program assists qualified business or property owners with building and property improvements that are directly related to opening of a new business, improving an existing business, remedying code violations, providing ADA access, assisting existing businesses struggling due to blight or natural disasters and eliminating blighting neighborhood conditions in the targeted areas of the Opa-locka CRA. Business incentive & assistance funds may be used for improvements to properties that are not eligible for grant funding from other sources available in the area, or to supplement grant funds awarded by other agencies.

Funds may not cross Opa-locka CRA District Boundaries and will be targeted toward specific areas in the Opa-locka CRA District. This program is a match-assistance program requiring a 25% match from the property or business owner. The CRA Executive Director may reduce or waive the match in certain cases. The program has an annual project cap of \$100,000. In addition to the required private match, the grant recipient is responsible for all project costs that exceed \$100,000 provided by the CRA. The CRA may recommend and approve business funding at a lesser amount than requested. Awards are given subject to the availability of funds and based on priorities outlined below. Funds from this program are paid on a reimbursement basis or directly to the contractors performing the work upon the provision of satisfactory invoices to the CRA. All Grantees requesting grant funding must have multiple estimates from different Florida licensed general contractors.

Program Areas and Priorities:

While Downtown Opa-locka has benefited from the boom in commercial and residential development, areas within the CRA district have not seen the benefit of this investment. Various business corridors of the Opa-locka CRA suffer from neglected properties and a general aesthetic that is not conducive for businesses to thrive in the community. The Opa-locka CRA has prioritized improvements to properties within the limits of the boundaries of the entire Opa-locka CRA district ([see map](#)).

In the Opa-locka CRA, priorities include projects that can use CRA funds to leverage other public and private investments and bring new business and restaurant/entertainment venues to distressed areas. In addition, this program seeks to bring needed improvement to the Multi-family residential units within the program boundaries.

Since buildings with a high level of vacancy are eligible, the requirement of Certificates of Use, Occupational License and Fire Fee for each business location will be waived. Property owners using these funds cannot sell building for a period of five (5) years after rehabilitation work is complete. If the building is sold during the five-year period, the building owner will repay funds in full. Funds will be guaranteed by lien, mortgage or deed covenant tied to the property. All work must meet local neighborhood building/appearance codes and performed with applicable permits and inspections.

Eligibility:

These funds are usually not made for routine maintenance and should be part of a larger scope of improvements to the property or area. Additionally, the property should have an active or soon-to-be active business or residential use located on the property. **Businesses who receive Business incentive funds should create one full-time or equivalent job for every \$30,000 in awarded grant funds.**

Completion:

All projects shall be completed within a 6-month period from the date of the first disbursement. Extensions beyond the 6-month completion date can only be made with the approval of the CRA Director. Such approval shall be in writing and noticed to all parties.

Project Procedures:

CRA= CRA Staff; CNTR = Contractor; PROP = Property Owner; TNT = Tenant

A) Application Process

CRA meets with Tenant and/or Property Owner, verifies that the property is an eligible address and that the tenant/business and the improvements meet basic criteria for the CRA Business Incentive & Assistance Program.

1. Review Tenant Business Model – CRA
2. Review Improvement Activities funded by the program (Eligible Activities List) – CRA, TNT, PROP
3. Eligible Scope of Work and Budget is Prepared – CRA, TNT, PROP
4. Tenant and Property Owner prepare Application, attach Scope and Budget – TNT, PROP
5. BEFORE pictures are taken and Application is submitted – TNT
6. Application is reviewed – CRA
7. Letter of Grant Award or denial is sent to Property Owner and/or tenant – CRA

B) Contract Process

A Contract outlining all conditions of receiving the grant, scope of work and all insurance requirements. Additional documents such as sub-contractor lists (for release of lien) and Work Authorization Form are used for project monitoring.

1. Tenant or Property Owner secures pricing (3 bids) and selects contractor (lowest bid wins) – TNT, PROP & CRA
2. Tenant submits contractor list and copies of estimates to CRA – TNT
3. DMP Prepares Contract with Scope of Work as exhibit – CRA
4. Insurance requirements are documented and approved – TNT, CNTR, SUBS
5. Contract is executed – CRA, TNT, CNTR
6. Work Authorization Form is executed – CRA, TNT, PROP
7. CRA may give up to 30% to the Contractor to begin the work (This amount is subject to the discretion of the CRA and may be reduced or amended)
8. Permits are pulled and work begins – TNT, CNTR
9. CRA monitors progress – CRA

C) Project Completion

Contractors are paid after all liens are released, the building permit is closed and a final invoice is submitted.

1. AFTER Pictures are Taken – TNT
2. Release of Lien letter for each contractor is obtained – TNT, CNTR
3. Closed Permit Report submitted – TNT, CNTR
4. Final Invoice Submitted for payment – CNTR
5. CRA makes the final payment to the Contractor Payment (2-4 weeks) – CRA

Eligible Improvements:

The general rule of thumb for improvements is that the improvement should *remain with the property*. Where special cases arise, the CRA staff will render a decision. Grant funds cannot be used for Fixtures, Furniture or Inventory. Generally acceptable improvements include but are not limited to:

- Paint/Pressure Clean
- Signage
- Tile
- Masonry/Stucco
- Outdoor Hardscape Improvements (Fountains, Walkways, Pavers, Fencing, etc.)
- Landscape
- Lighting
- Windows/Doors
- Awnings
- ADA Compliance (Restrooms/Entrances)
- Interior Renovations or Buildout
- Plumbing Upgrades
- Mechanical Upgrades
- Electrical Upgrades
- Life/Safety (Fire) System Upgrades
- Grease traps

Contractor Requirements:

All Contractors, working in the CRA Business Incentive & Assistance Program including Painters, Awning Companies, Shutter Companies, and Sign Companies must provide copies of the following documents when providing an estimate/bid for the project:

1. Contractor Certificate of Competency or License
2. Contractor's Current Liability Insurance Certificate and Workers Compensation Certificate. If exempt from Workers Comp Contractor must provide copy of exemption for each employee that will be working. **NOTE:** If awarded a contract, both insurances must have the OCRA as the Certificate Holder with the address: 780 Fisherman Street, 4th Floor, Opa-locka, FL 33054 and the Liability insurance **MUST** have the CRA as additional insured
3. Contractor and Manufacturer's Warranty (if applicable)
4. Building permit, Special Permit or Certificate of Compliance (except paint jobs)
5. Release of Lien (provided by CRA or Property Owner or Tenant) NOTARIZED

Recipient will post and maintain in good condition a sign substantially similar to the sign hereto at the entrance of the Premises from the Effective Date (as defined herein) until three hundred sixty five (365) days after the Completion Date.

CRA Business Incentive & Assistance Application

Applicant Contact Information			
Business Name			
Contact Name			
Mailing Address			
Telephone			
Fax			
Email			
Property Ownership and Corporation Information			
Corporation Name			
Mailing Address			
Corporation Officers & Titles			
Date & State of Incorporation			
Tax ID#			
Project Location & Scope			
Project Address			
Folio#		Year Built	
Total Retail (Sq. Ft.)		Leased Retail (Sq. Ft.)	
Description of the business			
Grant narrative, including Scope of Work for entire project. (Attach separately if needed)			
Estimated Costs for entire project			
Estimated Start Date		Estimated Completion Date	

Scope of CRA-Funding Request	
Description of Item	Estimated Cost
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
TOTAL	

Acknowledgements

As a current business owner in this community or a business seeking to improve business in this community, I wish to participate in the OPA-LOCKA CRA BUSINESS ASSISTANCE MICROGRANT. I acknowledge that I have received a copy of the Microgrant Grant Program Procedures and will comply with all requirements should I be awarded a grant.

Sign / Print Name of Business Owner / Date

_____ / _____

I acknowledge that Tenant, _____ is seeking assistance using the OPA-LOCKA CRA BUSINESS ASSISTANCE & INCENTIVE GRANT PROGRAM and that the general terms of their lease conform to the terms above. Should the applicant win a grant award, I understand that funds will be used to make improvements to my property.

Sign / Print Name of Property Owner / Date

_____ / _____

RESOLUTION NO. 23-_____

A RESOLUTION OF THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY (OCRA), AUTHORIZING THE CRA MANAGER TO ENTER TO AN AGREEMENT WITH CHERRY BEKAERT ADVISORS LLC FOR BOOKKEEPING SERVICES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Opa-Locka Community Redevelopment Agency (OCRA) desires to enter to an agreement (RFP) for Bookkeeping services for the OCRA; and

WHEREAS, in the OCRA's best efforts to address the State Auditor General's audit findings #85, 87, 88, 89, 90, 91, and 92, the OCRA is seeking bookkeeping services to ensure timely updates and reporting that will keep the OCRA informed on financial activities; and

WHEREAS, the OCRA finds that it in the best interest of the residents and businesses within the OCRA Redevelopment Area to bring on bookkeeping services in order to address the auditor general's findings and better provide assistance to the residents and the business community regarding activities of the OCRA.

NOW THEREFORE BE IT RESOLVED BY THE OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. AUTHORIZATION

The CRA Manager is hereby authorized to enter to an Agreement with Cherry Bekaert LLF to provide Bookkeeping Services to the Opa-Locka Community Redevelopment Agency, as more specifically set forth in Exhibit "A".

Section 3. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors that do not affect the intent may be authorized by the Interim Opa-Locka Community Redevelopment Agency Executive Director, without need of public hearing, following review by the Agency attorney, with a corrected copy of same being filed with the Opa-Locka Community Redevelopment Agency Clerk.

Section 4. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2023.

Jannie Russell, OCRA Chair

Attest to:

Approved as to form and legal sufficiency:

Jason Walker
Director

Marlon Hill
OCRA Attorney

Moved by: _____

Seconded by: _____

VOTE:

Board Member Taylor	(Yes) _____	(No) _____
Board Member Bass	(Yes) _____	(No) _____
Board Member Ervin	(Yes) _____	(No) _____
Board Member Kelley	(Yes) _____	(No) _____
Board Member Williams	(Yes) _____	(No) _____
Vice Chairperson Willims	(Yes) _____	(No) _____
Chairperson Russell	(Yes) _____	(No) _____



Opa-locka CRA Agenda Cover Memo

OCRA Executive Director:					OCRA Executive Director Signature:				
Board Meeting Date: <i>(Enter X in box)</i>	10/10/2023		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance		Other		
				X					
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading			
		X		Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No	
					X		X		
Funding Source: <i>Account#:</i>	<i>(Enter Fund & Dept)</i> Ex: See Financial Impact Section		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No			
						X			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid#:						
	X								
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☐ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☒ Communication ☐	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>					
	X								
Sponsor Name:	OCRA Executive Director		Department:	OCRA					

Short Title:

A resolution authorizing the CRA Chair/Director to accept the proposal of Cherry Bekaert Advisory LLC for Bookkeeping and Accounting Services pursuant to RFP No. 23-0615200 and further authorizing the CRA Chair/Director to enter into an agreement with Cherry Bekaert Advisory LLC for said services.

Staff Summary:

Request for Proposals (RFP) 23-0615200 was published on June 03, 2023, for Bookkeeping and Accounting Services.

Five (5) companies submitted a proposal document which was certified by the OCRA Clerk on July 23, 2023.

For 75 years, Cherry Bekaert has provided high-quality financial and management services to a diverse and successful client base. Thousands of clients look to Cherry Bekaert's accountants and advisors for innovative and professional guidance on important operational and financial matters that advance their business goals.

Financial Impact:

Proposed Action:

Staff recommends the OCRA board approve the recommendation for Cherry Bekaert Advisory LLC and authorize the Interim Chair/Director to enter into an agreement with said company.

Attachment:

RFP No. 23-0615200

Bid Certification

Bid Proposal



**CITY OF OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY**

**CERTIFICATION
REQUEST FOR PROPOSAL**

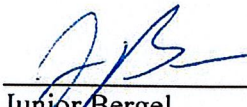
**RFP No. 23-0615200 –
BOOKEEPING & ACCOUNTING SERVICES**

I, Tiffany Dallas, Clerk for the Opa-locka Community Redevelopment Agency (OCRA), do hereby certify that sealed proposal(s) were received and opened at the Opa-locka Municipal Complex, 780 Fisherman Street, 4th Floor, Opa-locka, Florida, at 2:27 p.m. this 23rd day of June, 2023.

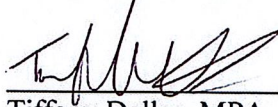
PROPOSAL(S) RECEIVED

NAME/CONTACT INFORMATION	TOTAL BASE BID PRICE
1. HCT Certified Public Accountants & Consultants, LLC	\$2,875
2. ALS Professional Services	\$723.47
3. C & N Venture Group, LLC	\$1,500
4. Cherry Baekert Advisory LLC	\$6,500
5. LS Accounting & Tax Services	\$608

I further certify that the proposal(s) were submitted and properly opened in the presence of the following:



Junior Bergel
Procurement Officer
City of Opa-locka



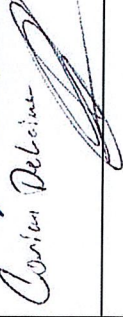
Tiffany Dallas, MPA
OCRA Clerk
City of Opa-locka CRA

CITY OF OPA-LOCKA

RFP NO: 23-0615200

JULY 26, 2023 @ 1:00 P.M.

Evaluation Committee Meeting, 780 FISHERMAN STREET, 4th floor, OPA-LOCKA, FL 33054

NAME	COMPANY NAME	EMAIL	PHONE #
Jay Bergel	City of Opa-locka	jbergel@opalockafl.gov	305-953-2898
 Duke Schwartz	City of Opa-locka	dschwarte@opalockafl.gov	305-953-2898
 Corinn Delaine	OPA-locka CRA	codelaine@quint.com	305-953-2868
Niema Walker	City of Opa-locka	Nwalker@opalockafl.gov	305-953-2821
 Marilyn B. Delaine	City of Opa-locka	m-fere@opalockafl.gov	305-953-2868

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Niema Walker

Date:

7-26-23

Signature:

Niema Walker

Firm Name:

Cherry Bekaert Advisory LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>3</u>
References	<u>2</u>
Resources and Approach	<u>4</u>
Price Proposal	<u>2</u>

NO CRA Experience NO TIF

NO CRA Experience

COST for Budget although not required Given

Firm Name:

ALS Professional Services LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>0</u>
References	<u>0</u>
Resources and Approach	<u>0</u>
Price Proposal	<u>1</u>

GA Registered Only - volunteer for GA

NO govt or non profit

Quick books

Firm Name:

C & N Venture Group LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>1</u>
References	<u>0</u>
Resources and Approach	<u>0</u>
Price Proposal	<u>1</u>

NO CRA Experience

None provided

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Niema Walker

Date:

7-26-23

Signature:

Niema Walker

Firm Name:

HCT Certified Public Accountants and Consultants

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	3
References	2
Resources and Approach	3
Price Proposal	B

Several CPAs per cycle
external auditor for city 2014
up to 5 persons available
no tax requirement yet proposed

Firm Name:

LS Accounting and Tax Services

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	A
References	B
Resources and Approach	1
Price Proposal	B

no prior CPA
no reference given
QB

Firm Name:

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	
References	
Resources and Approach	
Price Proposal	

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Marilyn B. Petit Freere

Date:

7/26/23

Signature:

Marilyn B. Petit Freere

Firm Name:

Cherry Bekaert Advisory LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	3
References	3
Resources and Approach	3
Price Proposal	3

Not involved with any other CRA

Firm Name:

ALS Professional Services LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	1
References	0
Resources and Approach	1
Price Proposal	1

Does not have a state or city licenses
does not have experience as a Municipal CRA

Firm Name:

C & N Venture Group LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	1
References	1
Resources and Approach	1
Price Proposal	1

* This company only has been in business for only 3 months
* Not enough experiences
* prices are low

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Martine B. Petet-Ferre

Date:

7/26/23

Signature:

Martine B. Petet-Ferre

Firm Name:

HCT Certified Public Accountants and Consultants

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>2</u>
References	<u>2</u>
Resources and Approach	<u>1</u>
Price Proposal	<u>1</u>

Not a good fit for the CRA

Firm Name:

LS Accounting and Tax Services

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>1</u>
References	<u>1</u>
Resources and Approach	<u>1</u>
Price Proposal	<u>0</u>

More like a bookkeeping firm than accounting services.

Firm Name:

Price is very low and my opinion the price does not reflect the quality of services

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>0</u>
References	<u>1</u>
Resources and Approach	<u>1</u>
Price Proposal	<u>1</u>

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Duke Schwarte

Date:

7/26/23

Signature:

[Signature]

Firm Name:

Cherry Bekaert Advisory LLC

Evaluation

Criterion	Rating
Experience and Qualifications	<u>5</u>
References	<u>4</u>
Resources and Approach	<u>3</u>
Price Proposal	<u>3</u>

Notes:

large firm - good experience - good choice - has budget experience

Firm Name:

ALS Professional Services LLC

Evaluation

Criterion	Rating
Experience and Qualifications	<u>0</u>
References	<u>0</u>
Resources and Approach	<u>0</u>
Price Proposal	<u>0</u>

Notes:

no state license / not enough experience

Firm Name:

C & N Venture Group LLC

Evaluation

Criterion	Rating
Experience and Qualifications	<u>0</u>
References	<u>0</u>
Resources and Approach	<u>1</u>
Price Proposal	<u>1</u>

Notes:

too small of a firm - not enough experience, not a good fit

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Duke Schwarte

Date:

7/26/23

Signature:

[Signature]

Firm Name:

HCT Certified Public Accountants and Consultants

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>2</u>
References	<u>2</u>
Resources and Approach	<u>4</u>
Price Proposal	<u>4</u>

good size company - good experience
prior Opa-locka experience not
over good time period

Firm Name:

LS Accounting and Tax Services

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>0</u>
References	<u>0</u>
Resources and Approach	<u>0</u>
Price Proposal	<u>0</u>

not good fit, not enough experience

Firm Name:

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	
References	
Resources and Approach	
Price Proposal	

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Cosima Delaine

Date:

7/26/23

Signature:



Firm Name:

Cherry Bekaert Advisory LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	5
References	5
Resources and Approach	4
Price Proposal	4

Company has been in operation since 1947
Vast municipal experience
Has local presence

Firm Name:

ALS Professional Services LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	2
References	0
Resources and Approach	0
Price Proposal	0

Based out of Georgia
No municipal experience

Firm Name:

C & N Venture Group LLC

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	1
References	0
Resources and Approach	0
Price Proposal	0

Limited relative experience
Currently has 2 employees plus one (1) consultant
Both employees are currently employed

EVALUATION FORM

RFP No. 23-0615200 Bookkeeping and Accounting Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name:

Cosima J. Delaine

Date:

7/26/23

Signature:

[Signature]

Firm Name:

HCT Certified Public Accountants and Consultants

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>3</u>
References	<u>2</u>
Resources and Approach	<u>2</u>
Price Proposal	<u>2</u>

Municipal Clients
Local Firm (Hollywood, FL)
Mentions "Indian River Mosquito Control District" throughout proposal
Previous experience with opalocka (external audit firm 2010-2014)

Firm Name:

LS Accounting and Tax Services

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	<u>2</u>
References	<u>1</u>
Resources and Approach	<u>1</u>
Price Proposal	<u>0</u>

Local Firm (North Miami Beach, FL)
2 employees in proposal however mentioned providing a staff of 5
No municipal experience

Firm Name:

Evaluation

Notes:

Criterion	Rating
Experience and Qualifications	
References	
Resources and Approach	
Price Proposal	

EVALUATION MATRIX

RFP No. 23-0615200 Bookkeeping and Accounting Services

Firm Name: Cherry Bekaert Advisory LLC

Evaluation

Reviewer Name:		Dake Schwarte		Corion Delaine		Niema Walker		Marilyn Petit-Frere			
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	5	1.25	5	1.25	3	0.75	3	0.75	0	0.00
Quality of Service	30%	4	1.20	5	1.50	2	0.60	3	0.90	0	0.00
References	20%	3	0.60	4	0.80	4	0.80	3	0.60	0	0.00
Proposed Fee	25%	3	0.75	4	1.00	2	0.50	3	0.75	0	0.00
Total	100%		3.80		4.55		2.65		3.00		0.00

Firm Name: ALS Professional Services LLC

Evaluation

Reviewer Name:		Dake Schwarte		Corion Delaine		Niema Walker		Marilyn Petit-Frere			
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	0	0.00	2	0.50	0	0.00	1	0.25	0	0.00
Price Proposal	35%	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Resources and approach	30%	0	0.00	0	0.00	0	0.00	1	0.30	0	0.00
References	10%	0	0.00	0	0.00	1	0.10	1	0.10	0	0.00
Total	100%		0.00		0.50		0.10		0.65		0.00

Firm Name: C & N Venture Group LLC

Evaluation

Reviewer Name:		Dake Schwarte		Corion Delaine		Niema Walker		Marilyn Petit-Frere		0	
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	0	0.00	1	0.25	1	0.25	1	0.25	0	0.00
Price Proposal	35%	0	0.00	0	0.00	0	0.00	1	0.35	0	0.00
Resources and approach	30%	1	0.30	0	0.00	0	0.00	1	0.30	0	0.00
References	10%	1	0.10	0	0.00	1	0.10	1	0.10	0	0.00
Total	100%		0.40		0.25		0.35		1.00		0.00

EVALUATION MATRIX

RFP No. 23-0615200 Bookkeeping and Accounting Services

Firm Name: HCT Certified Public Accountants and Consultants

Evaluation

Reviewer Name:		Dake Schwarte		Corion Delaine		Niema Walker		Marilyn Petit-Frere		0	
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	2	0.50	3	0.75	3	0.75	2	0.50	0	0.00
Price Proposal	35%	2	0.70	2	0.70	2	0.70	2	0.70	0	0.00
Resources and approach	30%	4	1.20	2	0.60	3	0.90	1	0.30	0	0.00
References	10%	4	0.40	2	0.20	0	0.00	1	0.10	0	0.00
Total	100%		2.80		2.25		2.35		1.60		0.00

Firm Name: LS Accounting and Tax Services

Evaluation

Reviewer Name:		Dake Schwarte		Corion Delaine		Niema Walker		Marilyn Petit-Frere		0	
Criterion	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	0	0.00	2	0.50	0	0.00	1	0.25	0	0.00
Price Proposal	35%	0	0.00	1	0.35	0	0.00	1	0.35	0	0.00
Resources and approach	30%	0	0.00	1	0.30	1	0.30	1	0.30	0	0.00
References	10%	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Total	100%		0.00		1.15		0.30		0.90		0.00

FIRM SELECTED

Reviewer:

	Cherry Bekaert Advisory LLC	ALS Professional Services LLC	C & N Venture Group LLC	HCT Certified Public Accountants and Consultants	ccounting and Tax Ser
Dake Schwarte	3.80	0.00	0.35	2.80	0.00
Corion Delaine	4.55	0.50	0.25	2.25	1.15
Niema Walker	2.65	0.10	0.35	2.35	0.30
Marilyn Petit-Frere	3.00	0.65	1.00	1.60	0.90
0	0.00	0.00	0.00	0.00	0.00
AVERAGE RATING	2.80	0.25	0.39	1.80	0.47



Opa Locka CRA

RFP for Bookkeeping and Accounting Services

RFP No: 23-0615200

Due Date: Extended to June 30, 2023 @ 2:00PM

Submitted by:



HCT Certified Public Accountants and Consultants LLC

3816 Hollywood Boulevard, Ste. 203, Hollywood, FL 33021

Phone: 954.966.4435

Fax Number: 954.962.7747

rharvey@hct-cpa.com

Contact: Roderick Harvey CPA, CVA

Authorized Signature: Roderick Harvey CPA, CVA



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TAB 2 – LETTER OF TRANSMITTAL

June 26, 2023

Opa Locka CRA
Audit Committee
Office of the OCRA Clerk
780 Fisherman Street, 4th Floor
Opa Locka, Florida 33054

Dear Selection Committee:

Thank you for the opportunity to present our firm HCT Certified Public Accountants & Consultants, LLC (“HCT”) to Opa Locka CRA for the purposes of our submission for RFP the “Contract for Bookkeeping and Accounting Services.” This letter will outline our comprehension of the requisite scope of work; our commitment to meet mandated deadlines and the overall value you will receive by selecting HCT and our team of professionals. HCT has the capability as we perform joint venture bookkeeping and accounting services. Given our current economic times, we are certain that you will find that HCT will be able to provide Opa Locka CRA with top notch services that are fiscally responsible and commensurate with your needs going forward. As such, we, the team of HCT, are certain that you will find the terms of our proposal professional, agreeable, concise and most reasonably situated for our Bookkeeping and Accounting Services requirements.

Understanding of the Work to Be Performed

We are proposing to provide bookkeeping, accounting, payroll and financial reporting services for the joint venture Opa Locka CRA. We will perform our accounting service in accordance with generally accepted accounting principles standards as set forth by the AICPA and any other regulatory agencies.

The attached proposal constitutes a firm and irrevocable offer for ninety (90) days from the bid opening.

Commitment to Perform the Work within the Time Period

We are committed to performing the engagement pursuant to the time lines set forth by Opa Locka CRA RFP. Bookkeeping and Accounting Services commencement can occur immediately after contract signing.

Preferred Qualifications

HCT has been performing the practice of public accounting and/or providing CPA services for more than 25 years. HCT is in good standing with the Board of Accountancy, AICPA and the FICPA.

All HCT key accounting personnel assigned have successfully completed the number of required hours of Continuing Professional Education (CPE) for CPA’s.

More importantly, HCT has completed an external quality control review, without a failing score, within the past three (3) years.

Qualifications to Perform the Engagements

Among other reasons, and as demonstrated within our Proposal, HCT is best qualified to perform the bookkeeping, accounting, and payroll engagements for Opa Locka CRA as demonstrated below:

- HCT has over 100 years of combined experience serving governmental and for-profit clients. Our professional staff is highly experienced in providing accounting services to joint venture organizations.
- An experienced accounting team and “fresh” approach will provide Opa Locka CRA with new ideas and a new perception of operations. Because start-up engagements are our business, we can share ideas and considerations learned through previous experiences from other start-ups. We understand Opa Locka CRA’s unique operating environment and the issues relevant to Opa Locka CRA.
- HCT is a technology-oriented firm, seeking to provide the most effective and efficient service with the least disruption to our clients. HCT is always seeking innovative methods to strategically meet Opa Locka CRA’s service needs with the highest level of customer service.
- The professionals at HCT are committed to ensuring open and continual communication. HCT will serve as a “team” that can, if chosen, provide the capacity to ensure a smooth and worry-free start-up of bookkeeping, payroll, and accounting services that will launch Opa Locka CRA into a stabilized structure of financial management to ensure effective operations for the current and future operations of the business. We will be sensitive to Opa Locka CRA’s role in the community, but will also remain cognizant of Opa Locka CRA’s valuable time and resources. We believe a well-planned engagement, as well as, effective communication are vital components to ensuring minimum disruption to your staff, but will ultimately allow our team to produce a quality product. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roderick Harvey".

Roderick Harvey, CPA, CVA
Managing Member

TAB 3 – GENERAL INFORMATION

TAB 3.2.4.1 – NAME OF BUSINESS

HCT Certified Public Accountants and Consultants, LLC

TAB 3.2.4.2 – MAILING ADDRESS AND PHONE NUMBER

3816 Hollywood Boulevard, Suite 203, Hollywood, Florida 33021. Tel 954.966.4435 // Fax 954.962.7747

TAB 3.2.4.3 – NAMES AND CONTACT INFORMATION TO BE CONTACTED FOR INFORMATION OR SERVICES IF DIFFERENT FROM NAME OF PERSON IN CHARGE

N/A

TAB 3.2.4.4 – NORMAL BUSINESS HOURS

Normal Business Hours are 8:30am – 6:00pm, Monday through Friday

TAB 3.2.4.5 – STATE IF BUSINESS IS LOCAL, NATIONAL OR INTERNATIONAL AND INDICATE THE BUSINESS LEGAL STATUS (CORPORATION, PARTNERSHIP, ETC).

HCT Certified Public Accountants and Consultants is a Local Limited Liability Company with our office located in Hollywood, Florida.

TAB 3.2.4.6 – GIVE THE DATE BUSINESS WAS ORGANIZED AND/OR INCORPORATED, AND WHERE

HCT was organized on February 28, 2000 in Hollywood, Florida.

TAB 3.2.4.7 – GIVE THE LOCATION OF THE OFFICE FROM WHICH THE WORK IS TO BE DONE AND THE NUMBER OF PROFESSIONAL STAFF EMPLOYEES AT THE OFFICE

Permanent Office Responsible for Opa Locka CRA's Bookkeeping and Accounting Services is Located at 3816 Hollywood Boulevard, Suite 203, Hollywood, Florida 33021 in Broward County. HCT has 9 Professional Staff that will be assigned to this Project.

TAB 3.2.4.8 – INDICATE WHETHER THE BUSINESS IS A PARENT OR SUBSIDIARY IN A GROUP OF FIRMS/AGENCIES.

N/A

TAB 3.2.4.9 – FIRM LICENSE

HCT provides this affirmative statement that the firm and all assigned key professional staff are properly licensed to practice in Florida. The proposer does hold an active licensed in the State of Florida # AD67899. We also maintain good standing with the State of Florida Board of Accountancy to practice public accounting and meets the independence standards as defined by generally accepted auditing standards. We are qualified to do business in the State of Florida under the laws of Florida per Chapter 607; F.S. All HCT key audit personnel assigned have successfully completed the number of required hours of Continuing Professional Education (CPE) for CPA's engaged in governmental auditing pursuant to Florida Statute 473.312 and Governmental Auditing Standards (Yellow Book).

	Ron DeSantis, Governor	Julie I. Brown, Secretary	
STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF ACCOUNTANCY			
THE ACCOUNTANCY PARTNERSHIP HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 473, FLORIDA STATUTES			
HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, LLC 3816 HOLLYWOOD BOULEVARD SUITE 203 HOLLYWOOD FL 33021			
LICENSE NUMBER: AD67699			
EXPIRATION DATE: DECEMBER 31, 2023 Always verify licenses online at MyFloridaLicense.com			
	Do not alter this document in any form. This is your license. It is unlawful for anyone other than the licensee to use this document.		

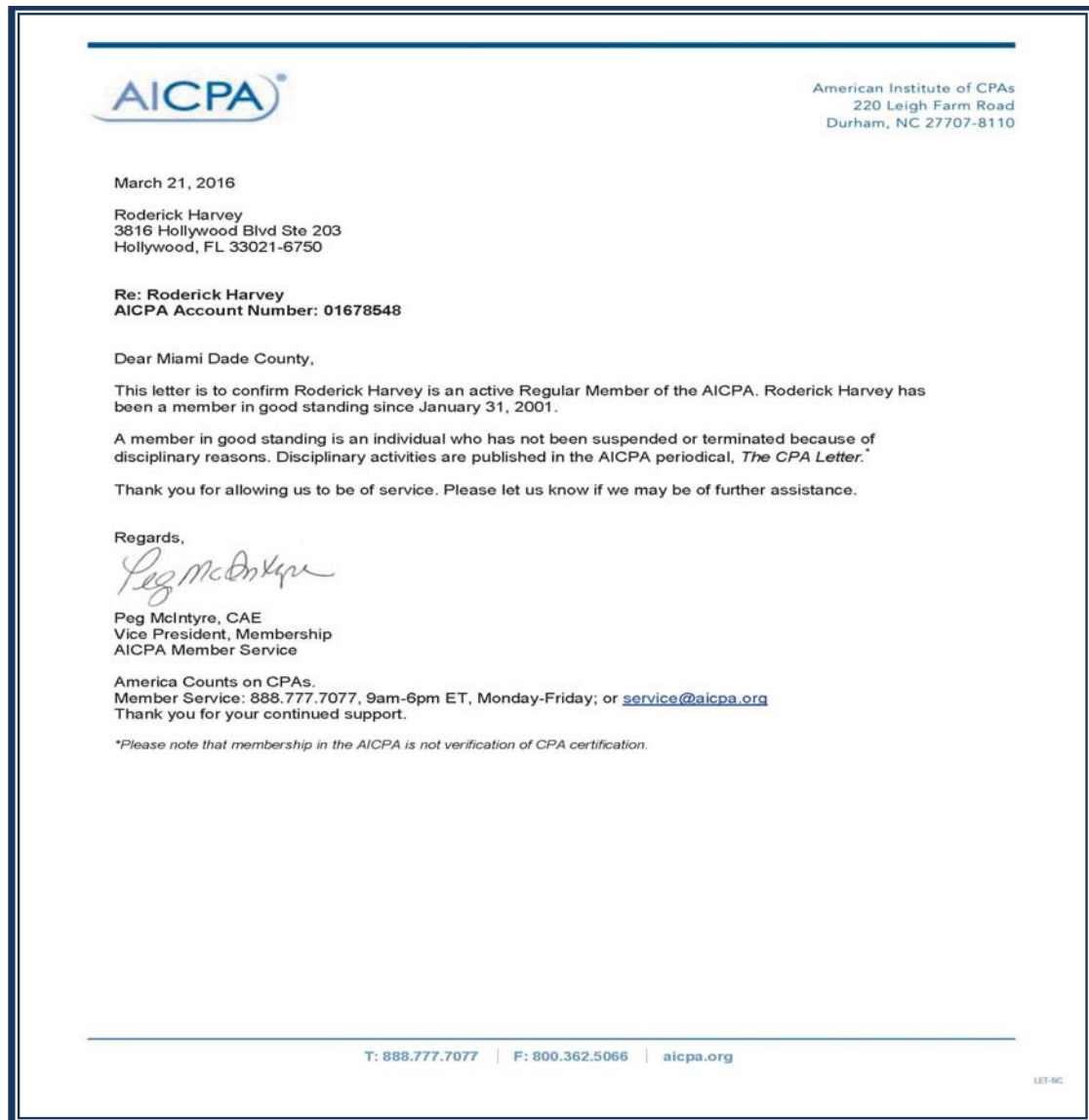
HCT provides this affirmative statement that the Managing Partner is properly licensed to practice in Florida. The Managing Partner Roderick Harvey CPA, CVA does hold an active licensed in the State of Florida # AC0030015.



TAB 3.2.4.9 – FIRM LICENSE (continued)

HCT is a member of the American Institute of Certified Public Accountants' (AICPA). Due to our accessibility and proximity with Opa Locka CRA we will be able to interact in person with the City Manager, the City's Director of Financial Services, the Finance Department, and Opa Locka CRA Commission.

AICPA Membership



TAB 3.2.4.9 – FIRM LICENSE (continued)



Florida Institute of Certified Public Accountants

March 21, 2016

RE: Roderick A. Harvey M47576

To Whom it May Concern:

This letter serves as confirmation that the above referenced individual has been a member in good standing with the Florida Institute of CPAs since August 23, 2004. Our membership year is from July 1st to June 30th of each year.

If you need additional information, please do not hesitate to call our Member Service Center at 1(800)342-3197 or email us at membership@ficpa.org.

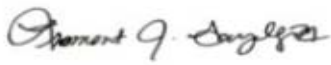
Sincerely,

A handwritten signature in black ink, appearing to read "Lynn Hepner".

Lynn Hepner
Membership Development Manager
hepnerl@ficpa.org

TAB 3.2.4.9 – FIRM LICENSE (continued)

HCT underwent our last peer review per AICPA standards in December 2019. The Peer Review included a **recent local government (Broward MPO) as well as an audit of a municipal Employee Pension Plan** because we focus almost exclusively in the governmental and not-for-profit areas of audit and accounting. See below for the AICPA Peer Review Report.

 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
June 16, 2017 Roderick Harvey HCT of South Florida 3816 Hollywood Blvd Hollywood, FL 33021 6750 Dear Roderick Harvey: It is my pleasure to notify you that on June 15, 2017, 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 December 31, 2019. This is the date by which all review documents should be completed and submitted to the administering entity. As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm. Thank you for your cooperation and support of the profession's practice-monitoring programs. Sincerely,  Froment John Gonzalez Chair, Florida Institute of CPAs Peer Review Committee fgonzalez@fwgcpas.com 813-877-9609 Florida Institute of CPAs CC: Ronald Weinbaum Firm Number: 900010150483 Review Number: 474713 325 W. College Ave. P.O. Box 5437 Tallahassee, FL 32314 (850) 224-2727 (800) 342-3197 (within Florida only) Fax: (850) 222-8190 www.ficpa.org	

3-2-5 TAB 4 PROJECT APPROACH

HCT employees are required to sign a “Personal Independence Confirmation” upon hire and to update annually as part of our quality control standards for our firm.

Responsiveness

Our firm is responsive. Organizations who choose our firm rely on competent advice and fast, accurate personnel. Through hard work, we have earned the respect of the business and financial communities. HCT has the people and ability to provide optional services. Our current governmental clients have issued over 200 million in new bond placements.

Quality Staff Resources

An accounting firm is known for the quality of its service. Our firm's reputation reflects the high standards we demand of ourselves. Our primary goal as a trusted advisor is to be available to provide insightful advice to enable our clients to make informed financial decisions. We do not accept anything less from ourselves and this is what we deliver to you.

We feel it is extremely important to continually professionally educate ourselves to improve our technical expertise, financial knowledge and service to our clients.

3.2.5 TAB 4 PROJECT APPROACH (continued)

Similar Engagements with Other Corporations:

HCT presents Opa Locka CRA with our client list below. Please see **chart below** for related experience.

Name of Client	Location
✦ NOBEL Women	Washington DC
✦ NBCSL	Washington DC
✦ Florida Immigrant Coalition	Miami, FL
✦ Parent to Parent Inc.	Miami, FL
✦ Healthy Start Coalition of Miami Dade	Miami, FL
✦ Gelin Benefits Group, Inc.	Fort Lauderdale, FL
✦ Village of El Portal	El Portal, FL
✦ JAW Entertainment	Miami, FL
✦ Florida Immigrant Coalition	Miami, FL
✦ Kendall Church	Miami, FL
✦ Miami Dade County Association of Chiefs of Police	Miami, FL
✦ Florida CHAIN	Miami, FL

3.2.5 TAB 4 PROJECT APPROACH

Ability to Complete the Scope of Work

HCT currently provides high levels of bookkeeping, payroll, and accounting services for seven local businesses, national organizations, and governmental agencies. Our professional services will include the following:

- Keep accurate financial records in compliance with U.S. GAAP
 - Prepare and distribute customer invoices in multiple currencies
 - Receive and record revenue, prepare bank deposits
 - Make payments to vendors
 - Prepare monthly receivable and payable aging schedules
 - Receive and record expenses including employee expense reimbursement
 - Prepare and process monthly payroll including all applicable payroll tax filings
 - Prepare annual 1099s and W2s
 - Prepare monthly reconciliation of bank accounts, accounts receivable and accounts payable
 - Prepare monthly and annual financial reports
 - Provide all needed documentation and reports for auditor
 - Provide audit process support
 - Comply with relevant reporting requirements
 - Provide reports including above reconciliations and Trial Balance within four days of month end
 - Provide any other records/reports in a timely manner as requested for management analysis including cash flow statements and projections, YTD operating statements, and income/deferred revenue forecasts
 - Monthly teleconference calls with the Managing Director to review financial statements
 - Assist in budget preparation and analysis
- Available by appointment, to answer questions from Managing Director and auditor as needed

3.2.5 TAB 4 PROJECT APPROACH



3.2.5 TAB 4 PROJECT APPROACH

Approaches to Performing the Bookkeeping and Accounting Services

Bookkeeping Services:

The administration of basic bookkeeping tasks is vital to the success of Indian River Mosquito Control District. One of the most important parts of any business – regardless of how large or small – is its finances. Keeping up with all income and expenditures not only provides a company with a quantifiable measure of their success, but it also keeps businesses from making mistakes in their taxes, which can cost you dearly. Business bookkeeping is no easy task, but it's critical to the existence of your company. HCT being very aware of that offers exceptional bookkeeping services which can help in the day to day business running of Indian River Mosquito Control District. Bookkeeping services include financial analysis, task reporting, year-end tax projection and more. HCT utilize software programs which will keep track of daily business dealings and provide up to date communication between HCT and Indian River Mosquito Control District.

5 Important Bookkeeping Processes:

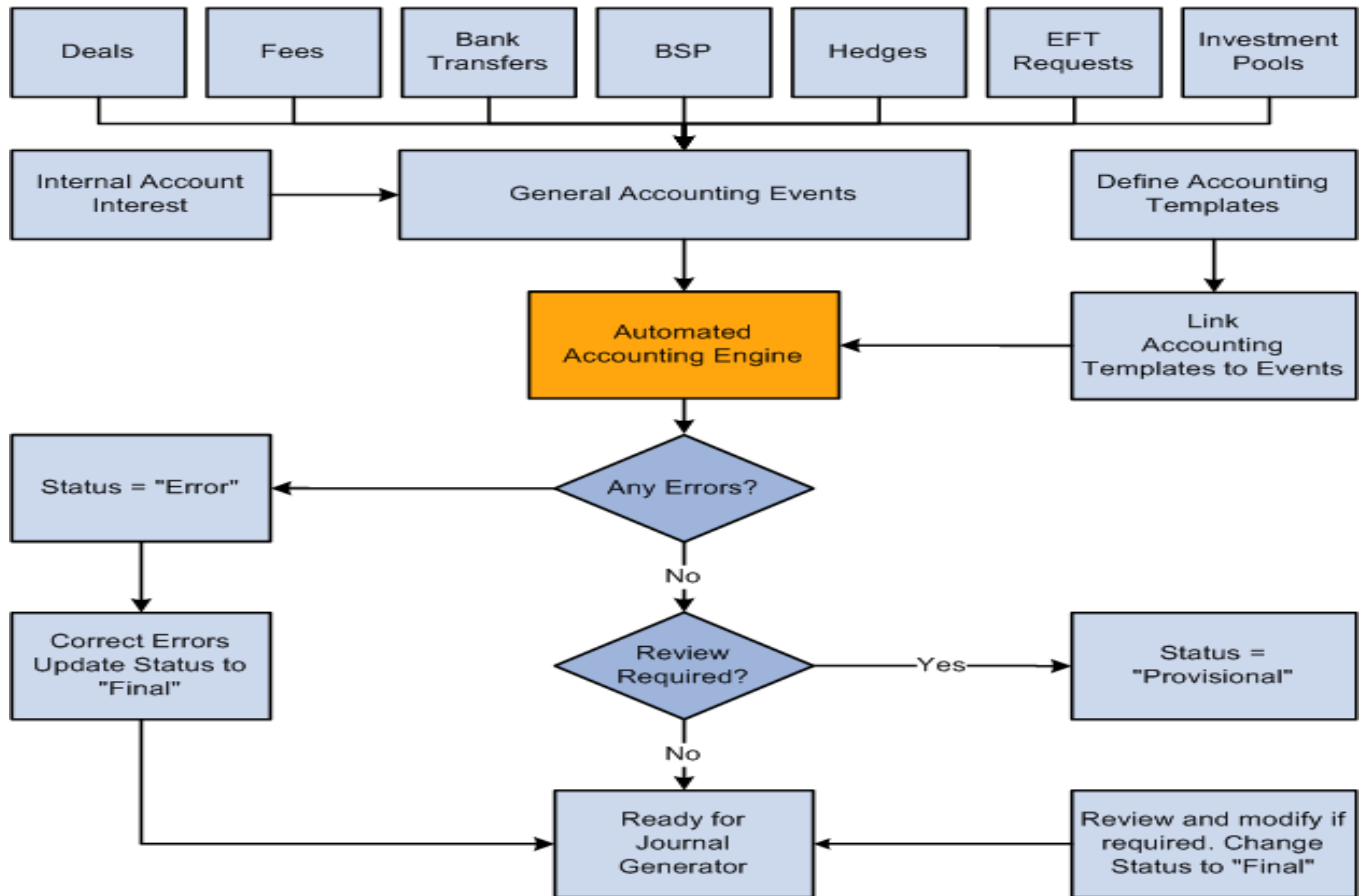
HCT follows 5 important bookkeeping processes:

1. **Prepare Source Documents** – A source document is the beginning of the entire business bookkeeping process. This is the item (invoice or bill) for which the official ledger book

entry is based. These detailed documents must be precise in order to effectively keep the books.
2. Determine Financial Effects – Every single transaction, including all invoices, bills and expenses, affect the business. Even if the effect is small, it still must be recorded. The business bookkeeping specialist must decide what is relevant about a transaction as well as how and where it should be recorded.
3. Make Journal Entries – No, this doesn't mean writing a synopsis of your day. In business bookkeeping, a journal is where each transaction is recorded. The transaction information also stays in the original source document and is noted on each of the accounts that it affects.
4. Handle End-of-Period Procedures – In business bookkeeping, you must add up and prepare each of the records for accounting reports, financial statements and tax returns.
5. Close the Books – At the end of each year, the bookkeeper must handle all duties associated with ending the fiscal year and begin preparing for the next fiscal year. This means preparing the books so you, or the necessary personnel, can create end of year reports and future projections.

3.2.5 TAB 4 PROJECT APPROACH

HCT Bookkeeping Processes



3.2.5 TAB 4 PROJECT APPROACH

Software Utilized and Services Offered:

HCT chooses an electronic option utilizing VO accounting software that is fully customizable to IRMCD. The benefits of the programs designed for bookkeeping include the ability to run various types of income and expense reports as well as being able to sync data with bank and merchant services accounts. This simplifies the bookkeeping process and is easier for the LLC owner to transfer information to a tax adviser to prepare year-end reports and tax returns.

The following are important tasks that HCT will perform to ensure proper recording and management of Indian River Mosquito Control District's funds:

1. **Reconcile Accounts** - This is number one on the list for a reason: it is the most important task. Reconciling your accounts is the only way to know that all of your transactions are recorded. HCT will ensure that reconciliation of all of Indian River Mosquito Control District's accounts, not just bank accounts. Any account that you receive a statement for that has a beginning and ending balance will be reconciled. This includes bank accounts, credit cards, loans, and lines of credit.
2. **Back Up of all Accounts** – HCT will ensure that all Indian River Mosquito Control District's data is always secure and backed up.
3. **Print Checks** – HCT will increase efficiency of Indian River Mosquito Control District's check printing process by reducing unnecessary data entry; which will also make your monthly reconciliations go much smoother.
4. **Enter and Pay Bills** - HCT will manage Indian River Mosquito Control District's accounts payable.
5. **Set up 1099 Vendors** – HCT will properly set up, prepare, and submit all 1099s for Indian River Mosquito Control District's independent subcontractors. Having all 1099s properly set up at the initial point of conducting business with the vendor will save a lot of time for everyone come year-end.
6. **Use HCTs Accounting VO software Memorized Transactions** - HCTs Accounting VO software uses memorized transactions to automatically enter any bill, check payment, invoice, or journal entry that regularly reoccurs. Using memorized transactions will allow for better management of cash flow by posting future transactions before they occur.
7. **Record Journal Entries In HCTs Accounting VO software** - HCT will record all journal entries into our accounting VO software as the need arises.
8. **Set-Up of the Chart Of Accounts** – HCT will set-up the chart of accounts into the HCTs Accounting VO software, allowing for adding and organizing new Indian River Mosquito Control District accounts.
9. **Set Up Invoices For Online Payment** – the HCT Accounting VO software provides the ability for Indian River Mosquito Control District's customers to make online invoice payments via ACH bank transfer, as needed.
10. **Link email to HCTs Accounting VO software** - Invoices and reports can be easily emailed through the HCT Accounting VO software.

3.2.5 TAB 4 PROJECT APPROACH

Software Utilized and Services Offered (continued):

- 11. Merge Accounts In HCTs Accounting VO software** - To avoid any unnecessary or redundant accounts, HCT will merge accounts in our Accounting VO software. Additionally, the merging of vendors, items, employees, and customers can also be performed.
- 12. Client Preferences** – HCT has the capability to edit our Accounting VO software to reflect the preferences of Indian River Mosquito Control District, allowing for a more efficient system tailored to Indian River Mosquito Control District’s individual business needs.
- 13. Properly Record Payroll** – HCT will provide Indian River Mosquito Control District with proper recording of payroll, paying close attention to each payroll transaction to ensure accuracy, preventing over-stating or under-stating of Indian River Mosquito Control District’s expenses and net income.
- 14. Class Tracking** – HCT can perform class tracking through our Accounting VO software allowing for organization of Indian River Mosquito Control District’s data into different segments that are meaningful to Indian River Mosquito Control District’s business. Some examples of classes include department, location, and source of income.
- 15. Job Costing** - HCTs Accounting VO software allows for particular job costing to enable us to track income and expenses as they relate to any particular job for Indian River Mosquito Control District.
- 16. Keep A Clean Accounts Receivable** – HCT will maintain a clean AR for Indian River Mosquito Control District, giving Indian River Mosquito Control District a healthy cash flow position.
- 17. Customizing of Reports** – HCT will customize and provide Indian River Mosquito Control District with meaningful reports through our Accounting VO software.

In addition to tracking the income and expenses of Indian River Mosquito Control District, HCT will establish other key bookkeeping spreadsheets as needed to properly track the financial health of Indian River Mosquito Control District’s, including payroll expenses.

Payroll Services:

HCT’s standards in services are to provide Indian River Mosquito Control District with payroll services that are accurate and can be trusted as being the most effective for the company and your employees.

A dedicated payroll specialist will be assigned your account that understands your needs. Payroll reports are emailed to you after each payroll is processed and you will have access to reports through the secure client portal. Employees also have their own payroll portal to view pay stubs and W-2s at their convenience. We can also track accruals and usage of hours for time-off policies with employee balances displayed on their pay stubs. Direct deposit services are always included at no additional charge.

3.2.5 TAB 4 PROJECT APPROACH

Software Utilized and Services Offered (continued):

Our approach to the standards that we have established includes the following:

- We complete your federal and state payroll filings for you, including 941/944 quarterly forms, year-end 940 forms, and W2's.
- All of your payroll information will be maintained and available: employee records, past pay stubs, tax filings, and records of tax payments.
- Employee's paychecks can be electronically deposited into employee bank accounts with our Direct Deposit service. Your employees will appreciate Direct Deposit. No more trips to the bank. We also provide professional pay stubs detailing the current as well as year-to-date withholdings, vacation and sick time.
- All common pay types are supported.
- Voluntary deductions are also handled, such as insurance, retirement plans, and many others.

Importing payroll information to the company's accounting software:

HCT will import Indian River Mosquito Control District's payroll data into our accounting software so that all information is in one place.

Payroll Compliance and Reporting:

HCT will provide you with a variety of reports that will allow you to remain informed and in control of your payroll.

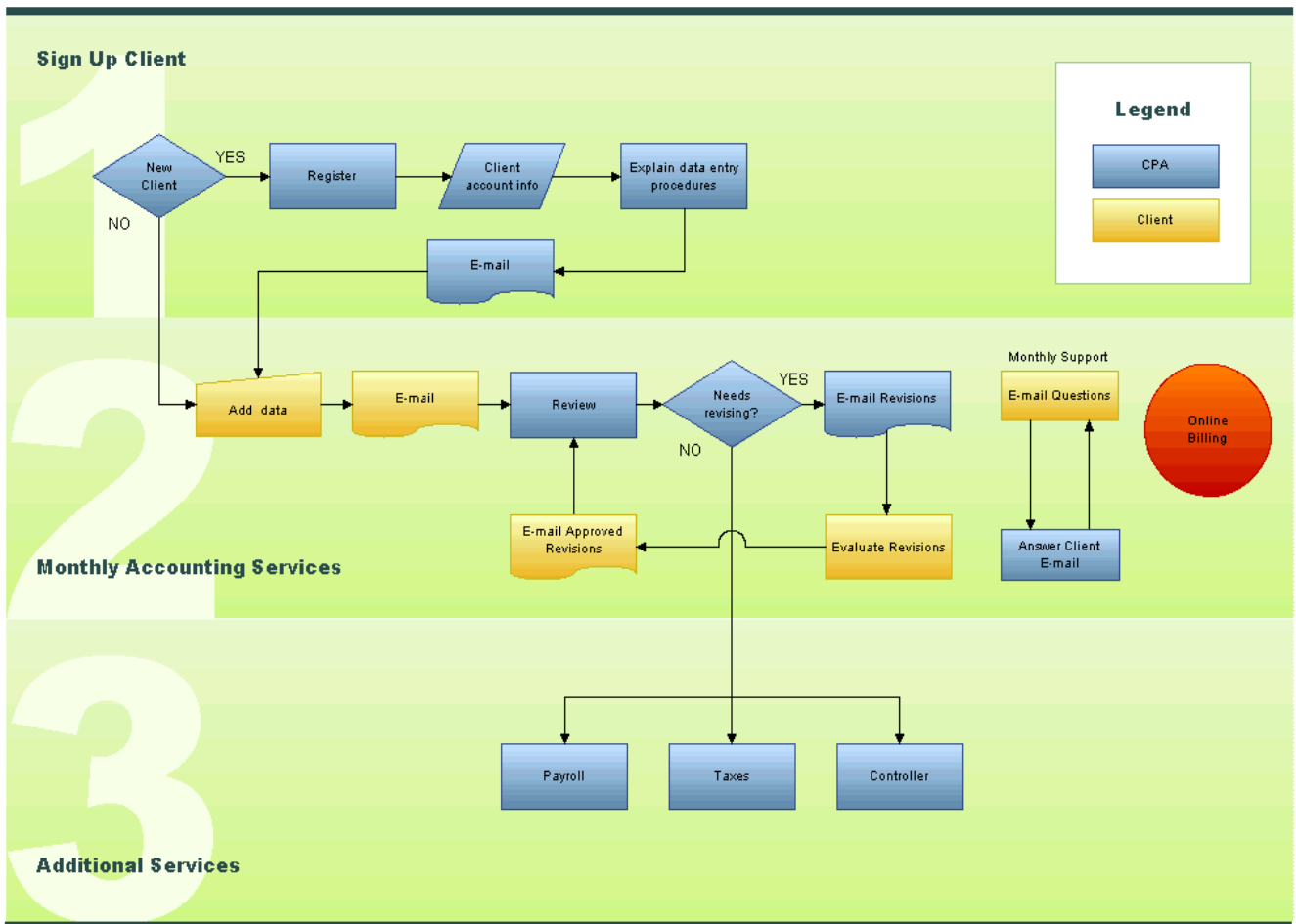
We will file all of your state and federal payroll tax forms, and deposit your tax liabilities on-time, guaranteed. Your W-2 forms will be filed for you at the end of each year, and provided to each of your employees through their personal online portal. New hires are required to be reported to the new hire registry and we will take care of this reporting process for you. We can process all garnishments for child support and other garnishment types as needed.

3.2.5 TAB 4 PROJECT APPROACH

HCT Payroll Services at a Glance:				
<i>Accurate Paydays</i>	<i>Federal Tax Deposits and Filings</i>	<i>State Tax Deposits and Filings</i>	<i>Accounting Software Integration</i>	<i>Detailed, Insightful Reports</i>
• Guaranteed accurate federal, state and local tax calculations • Direct deposit • Professional paychecks and pay stubs • Secure online employee access to pay stubs • Payments to independent contractors • Wage garnishments • Vacation and sick pay tracking • Pay types: salary, hourly wages, multiple pay rates, bonuses, cash tips, paycheck tips, expense reimbursements, allowances, holiday, and more • Voluntary deductions: able and pre-tax miums for medical, tal, and vision; retirement ns; flexible spending ounts: dependent and dical care; cash advance l loan repayments; and ers	• Quarterly and year-end filings • W-2's • W-4's, I-9's and employer registration forms	• Quarterly and year-end filings • Multi-state tax payments and filings • New hire reporting • Employer registration forms	• Payroll data integration available for HCTs • Accounting VO software[®], HCTs Accounting VO software Online Edition, HCTs Accounting VO software for Mac, Peachtree[®], ATX Client Write-Up[™], TaxWise Client Write-Up[™], CCH ProSystem fx[®] Write-Up, and Microsoft[®] Money	• Employer reports: Tax Liability, Tax and Wage Summary, Total Pay, Tax Payments, Workers' Compensation, Vacation and Sick Leave, Billing Summary, Total Cost, Retirement Plans • Employee reports: roll Summary, Payroll tails, Deductions, Last vcheck, Employee Details

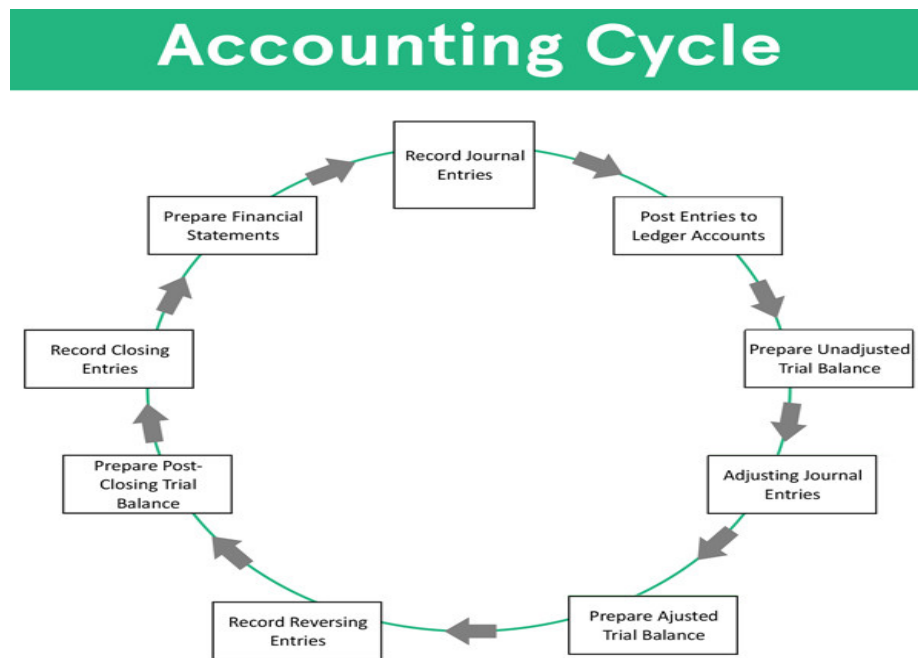
3.2.5 TAB 4 PROJECT APPROACH

Accounting Process Flowchart



3.2.5 TAB 4 PROJECT APPROACH

The following is the accounting cycle performed in the accounting processes of HCT:



The following is an accounting flowchart for demonstrating the process of Invoicing by HCT:

3.2.5 TAB 4 PROJECT APPROACH

Significant Changes in Our Accounting and Financial Services Approach

During our accounting and financial service procedures if we note any matters that would cause us to change or modify our accounting and financial services approach as documented in the Accounting and Financial Services Approach Document we will notify Indian River Mosquito Control District and make the necessary modifications.

Identification of Anticipated Potential Accounting and Financial Services Problems

HCT does not anticipate any potential accounting and tax problems at this time. However, in the event problems do occur, our approach to resolution is described below. We do not anticipate the need for special assistance from the organization.

HCT's approach to resolving any anticipated potential accounting and financial services problems:

In addressing an issue, communication and timely resolution are critical. HCT takes pride in developing professional relationships and rapport with clients, which facilitate open and honest communication. We use the following approach to seek resolutions on accounting, reporting, and administrative issues:

Step 1: Define and understand the issue through meetings with management

Step 2: Make an initial assessment of the impact of alternative resolutions

Step 3: Discuss with management preferred position and rationale

Step 4: Resolve

HCT believes the key conflict resolution is the prevention of such issues. To this end, our experience has shown that continuous and on-going communication is critical in deterring engagement problems. There should never be a “surprise” to accounting and tax clients and the professionals at HCT vow to ensure open communication at all levels.

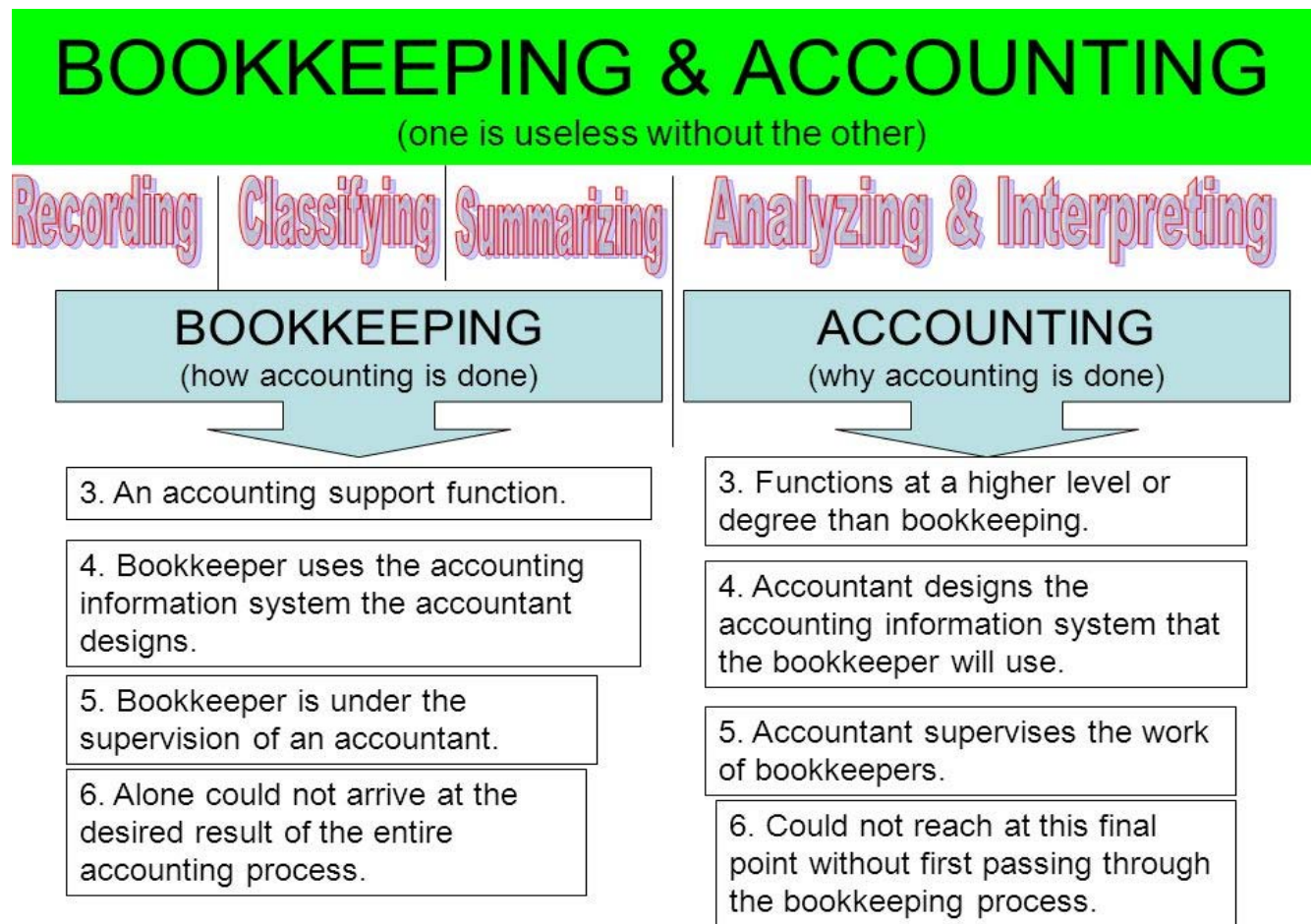
3.2.6 TAB 5 EXPERIENCE AND QUALIFICATIONS

3.2.6.1 STATE IF THE BUSINESS IS LICENSED, PERMITTED AND/OR CERTIFIED TO DO BUSINESS IN THE STATE OF FLORIDA

HCT provides this affirmative statement that the firm and all assigned key professional staff are properly licensed to practice in Florida. The proposer does hold an active licensed in the State of Florida # AD67899.

We will form a relationship between HCT and Opa Locka CRA personnel that will benefit from a structured approach that draws on the broad skills of a team of experienced professionals who will service your account. **The firm members are available, within 8 hours of notice, for telephone conference calls, and we are able to be on site within 24 hours, or less, if needed.** Our engagement management style is experience, “team focus” and “personal attention.”

3.2.6.1 – DESCRIPTION OF SERVICES AND APPROACH TO BOOKKEEPING /ACCOUNTING SERVICES



We commit to meet our performance deadlines each and every time. Team HCT has more than 550 clients in the United States, including more than 120 governmental entities. We have significant experience planning and consulting on client business matters and projects, accounting, financial reporting, economic forecasting and projections, forensic accounting, analysis work, damage studies, litigation services and report writing, among other services. Our proposed engagement team is representative of the firm's experience, and is capable of assessing the City's current internal control environment and providing an internal schedule, prioritizing areas of highest risk.

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.3 – SPECIFY THE NUMBERS OF YEARS THE PROPOSER HAS BEEN IN BUSINESS

HCT was founded in 2000. These include the analysis and preparation of state-wide cost-benefit studies, outsourcing of financial reporting and accounting, financial monitoring of state-wide programs, fraud prevention and detection consulting, and traditional audit services. Team HCT has considerable experience anticipating, planning for and meeting well-defined, firm performance deadlines for our clients including several Florida state agencies and municipalities.

3.2.6.4 – PROPOSERS PROPOSAL TO PERFORM THE SCOPE OF SERVICES

HCT can fulfill all elements of the Scope of Services and Special requirements as defined below:

HCT understands the importance of knowing that the administration of basic bookkeeping, accounting, and payroll tasks is vital to the success of any business, including those organized as a Limited Liability Company. The initial set-up of these services is most beneficial to the healthy operations of the business if done properly at the start-up of the company. Setting up the business and accounting functions of a startup can be simplified with the help of an experienced accounting consulting firm. HCT has that experience that Opa Locka CRA is looking for.

HCT has provided bookkeeping, payroll, and various accounting services to several business, organization, and governmental agencies through several counties and states. Our software experts can recommend and customize accounting information systems for the company. We also create a sensible chart of accounts and assist start-ups with creating a guide for accounting policies and procedures. We also perform all initial set-up processes of employee payroll and create efficient financial tracking systems to help with the initial operations of the start-up organization.

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.5 – STAFF RESUMES ASSIGNED TO THE PROJECT

Roderick Harvey, CPA, CVA will be the Primary Engagement Partner responsible for coordinating all segments of the engagement. He will serve as the **primary point of contact** and responsible for all audit deliverables. **The auditor assigned to be in-charge for the project will be available on site 95-99% of the time!**

	Roderick Harvey, CPA, CVA Managing Partner Experience 20 years at HCT CPA KPMG Peat Marwick Education Masters, Accounting, University of Texas B.A. Accounting, Florida State University A.A. Business Administration, Broward College PROFESSIONAL ORGANIZATIONS American Institute of Certified Public Accountants Florida Institute of Certified Public Accountants National Association of Certification of Valuation Analysts Government Finance Officers Association
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Experience

Roderick Harvey has over 25 years' experience in public accounting, governments, and nonprofit organizations primarily in the areas of management consulting, auditing and attestation services. Roderick is the managing partner of HCT Certified Public Accountants and Consultants, LLC. He has attended numerous seminars and courses related to accounting, auditing, management, financial reporting and taxation. These courses include accounting and reporting for not-for-profit organization, governmental agencies and the federal and Florida Single Audit Act. Roderick has worked with multiple municipalities and government agencies in planning for and implementing GASB-67, GASB-68 Accounting and Financial Reporting for Pensions.

Roderick is experienced with over 170 municipalities, authorities and districts.

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

Roderick Harvey CPA, CVA (Continued) **Engagement/Firm Experience**

GOVERNMENTS

City of Coral Spring CRA, Florida
City of Dania Beach, Florida
City of Hollywood, Florida Ambulatory Service Audits)
City of Lauderdale Lakes, Florida
City of Lauderhill HA, Florida
City of Lauderhill, Florida
City of Miami Gardens, Florida
City of Miami, Florida CIP
City of North Miami FA, Florida
City of North Miami, Florida
City of Opa Locka, Florida
City of Oakland Park, Florida Utility Services
City of Riviera Beach, Florida
City of Sanford Housing Authority, Florida
City of South Bay, Florida
City of Tampa, Florida
Agency for Health Care Administration
Broward County, Florida
Florida Office of Early Learning
Indian Trail Improvement District
Miami Dade County Affordable Housing Foundation
Miami-Dade County Transit

SCHOOLS/CHURCHES

Antioch Missionary Baptist Church of Miami Gardens,
Cool Kids Learn, Inc.
Catholic Charities of the Archdiocese of Miami
Chancellor Elementary School
Chancellor Middle School
Church of Brotherly Love Social Services Agency
Ekklesia, d.b.a. International Center of Praise
Excel Academy School
Future Leaders Arts and Science Academy
Love to Learn Educational Center
Love to Learn Arts and Science Academy
O'Farrill Learning Center
Oasis Enrichment School
Parkway Academy
Spiral Tech School
Spirit Agency Academy
The Life Skills Center – Leon County
The Thinking Child Academy

NOT-FOR-PROFITS

Advocate Programs
Association for Retarded Citizens, South Florida, Inc.
Arts for Learning/Miami
Ayuda, Inc.
Beta Tau Royal Association
Brownsville Community
Boys & Girls Club of Miami
Centro Mater CCC
Children's Home Society
Citrus Health Network
Collins Center for Public Policy
Community Committee for Development Handicap
Community Health of South Dade
Community Medical Concepts
Concerned African Women
Creative Child Therapy
Cuban American National Council
Daily Bread Food Bank, Inc.
Dave & Mary Alper Jewish Community Center
Easter Seal Miami-Dade, Inc.
Economic Opp. Family Health Center
Educate Tomorrow
Elijah Network Family and Community Alliance
Family and Faith Coalition
Family Central, Inc.
Family Counseling Services of Greater MIA
FIU #1 / #2
Florida Immigrant Advocacy
Foster Care Review
Greater Miami Youth Symphony
Grupo De Apoyo A La Democracia United
Haitian Neighborhood Center Saint La.
Hands In Action
Human Services Coalition of Miami Dade
Informed Families
Institute for Family Health (CPC)
James E. Scott Community Association
Just Kids
Justice & Securities
Kidsworld USA
Kristi House
Liberty Agency Optimist Club
Miami Children's Museum
NOBEL Women
NBCSL Women

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

Roderick Harvey CPA, CVA (Continued)

- ✓ **Roderick Harvey conforms to Yellow Book CPE requirements.**

Project Duties - Roderick Harvey is expected to perform the following duties during the financial professional CPA services:

- Partner-in-charge
- File Review
- Management Approval

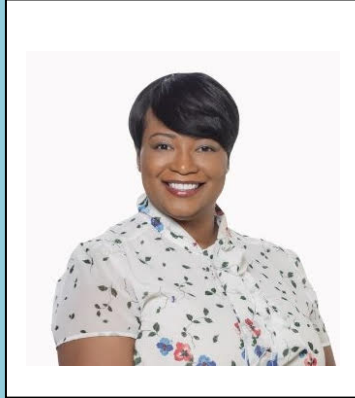
Current Title and Description of Duties

Roderick Harvey's current position title is **Managing Partner**. His duties for the firm include:

- Leading and planning engagements at a high level, including engagements performed under GAAS, Government Auditing Standards (Yellow Book), and OMB A-133 Single Audit requirements.
- Consult with nonprofit, governmental, and business entities regarding regulatory compliance, tax compliance, internal controls, accounting systems, financial reporting, and best practices.
- Providing timely, high quality client service that meets or exceeds client expectations.
- Ability to work within budgetary and time constraints while providing a high-level of client satisfaction.
- Providing appropriate and timely performance feedback to those supervised.
- Attracting, developing, and retaining top talent.
- Ensuring that all deliverables and related reports and findings are prepared with an eye on quality, thoroughness, and accuracy.
- Keeping lines of communication open with staff and clients.
- Keeping abreast of latest developments as they affect GAAP and the Firm's standards and policies.
- Ensuring professional development through ongoing education and obtaining additional certifications as appropriate.
- Anticipating and addressing client concerns.
- Increasing level and types of services to clients.
- Promoting new ideas and business solutions that result in extended services to existing clients.

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.5 – STAFF RESUMES ASSIGNED TO THE PROJECT



Yolanda Brown CPA
Director of Compliance

Experience

HCT CPA
Brown Financial and Consulting Services Group
LLC
CFO, Large NPO

Education

B.A., Geography/Urban Planning and
Development
(GIS), Towson University, Towson, MD
M.S.F., Finance, George Washington University,
Washington, DC
M.E.N.E., Nuclear Engineering, Washington, DC
Certified Public Accountant (December 2004)
Maryland Board of Accountancy

Professional Affiliation

American Institute of Certified Public Accountants

Experience

Fiscal and grants executive with a proven track record for managing processes, procedures, and staff.

Budgeting, oversight and monitoring for compliance with applicable city and federal regulations and laws. Proven ability to manage sensitive relationships with executive directors, managers, regulators, venture capitalists, and investment bankers. Excellent skills in strategic planning, budget forecasting, expenditures, marketing/advertising, promotions, and fundraising.

Software proficiencies: MS Office Professional, Working Papers and Creative Solutions Accounting

Client Focus

Services:

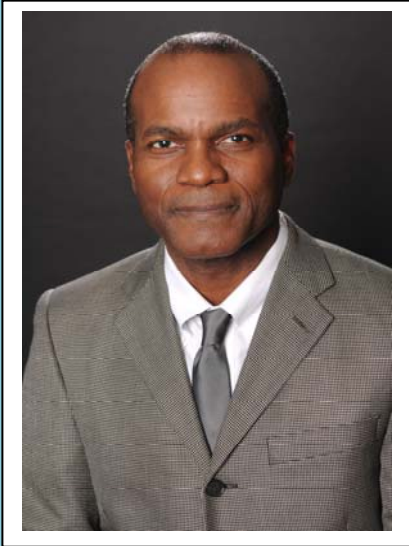
- Financial Statement
- Internal Audits
- Compliance Review
- Financial/Performance Audits

Industries:

- Not-For-Profit
- Public Sector
- Financial Services
- Private Sector

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.5 – STAFF RESUMES ASSIGNED TO THE PROJECT



Warren Hill CPA
Director

Experience
HCT Certified Public Accounts & Consultants, LLC
KPMG
Trice Center
Beckers CPA

Education
Undergraduate--BA Accounting-Florida Atlantic University,
AS Miami Dade College. Graduate Course Work—Florida Atlantic University, Florida International University, University of Miami. Various continuing education training

Professional Affiliations:
CPA - Certified Public Accountant
AICPA/FICPA CPA Firm Peer Reviewer

Experience

Warren Hill is a certified public accountant, registered in the state of Florida. Prior to opening private practice, Warren worked at the prestigious firm of KPMG, LLP. He also held Executive and Management positions such as *Director of Finance*, *Controller* and *Chief Financial Officer* at various commercial and non-profit companies. Over 25 years accounting experience.

Software proficiencies:

Microsoft Office (Excel, Word, Outlook, PowerPoint), ProSystem Fx Engagement, Creative Solutions (CS Accounting and Engagement), QuickBooks (Pro, Premier, and Enterprise), Sage/Peachtree (various versions), SAP Software, Idea Data Analysis Software, Adobe Acrobat , Thomson Reuters PPC Practice Aids, Checkpoint Tools and PPC Smart Aids, Various proprietary full cycle ERP and accounting programs.

Client Focus

Services:

- Financial Statement
- Internal Audits
- Compliance Review
- Financial/Performance Audits

Industries:

- Not-For-Profit
- Public Sector
- Financial Services
- Private Sector

Warren Hill conforms to Yellow Book CPE requirements.

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.5 – STAFF RESUMES ASSIGNED TO THE PROJECT



Thomas H. Williams III

Lead Senior Auditor

Experience

HCT CPA

BCA Watson Rice LLP

Education

B.A. Business Management-Accounting, Morehouse College

Professional Affiliation

Florida Institute of Certified Public Accountants

Experience

Mr. Williams has more than 15 years of professional and accounting experience and has been with the firm since 2015. He has performed governmental professional audits for many years and is familiar with Uniform Guidance as well as the Florida compliance and management. Thomas has extensive experience in with the adoption of new GASB Standards and the most recent Standards. He has advanced excel analysis skills and is able to utilize these skills during the professional CPA engagement to facilitate detailed testing of transactions. He is a proven and highly capable lead professional CPA or with excellent interpersonal skills and a hands-on approach which ensures that the HCT professional CPA team will work efficiently and seamlessly with the engagement's finance department.

Software proficiencies: MS Office Professional, QuickBooks, Lacerte Tax, Caseware Working Papers and Creative Solutions Accounting

Professional Affiliations

Member - FICPA - Section membership of State and local governments

Client Focus

Services:

- Financial Statement
- Internal Audits
- Compliance Review
- Financial/Performance Audits

Industries:

- Not-For-Profit
- Public Sector
- Financial Services
- Private Sector

Thomas Williams III conforms to Yellow Book CPE requirements.

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.5 – STAFF RESUMES ASSIGNED TO THE PROJECT



Ryon Khaleel
Auditor

Experience

HCT CPA
Ernst & Young LLP
Napoli Shkolnik PLLC
Liberty Tax

Education

Stony Brook University – Stony Brook, NY
Bachelor of Science Degree in Accounting, May
2013

Professional Affiliation

Florida Institute of Certified Public Accountants

Experience

Mr. Khaleel has more than 9 years of professional and accounting experience and has been with the firm since January 2022. He has performed professional audits for over 3 years and is familiar with Uniform Guidance as well as the Florida compliance and management. He has advanced excel analysis skills and is able to utilize these skills during the professional engagements to facilitate detailed testing of transactions. He is shown to have excellent interpersonal skills and a hands-on approach with many years of experience performing analysis and documentation of business, financial technical processes.

Software proficiencies: MS Office Professional, QuickBooks, Net Suites, JD Edwards, Vertex, Caseware Working Papers and Creative Solutions Accounting

Client Focus

Services:

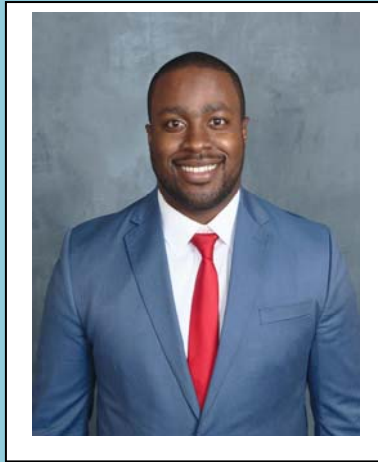
- Financial Statement
- Internal Audits
- Compliance Review
- Financial/Performance Audits

Industries:

- Not-For-Profit
- Public Sector
- Financial Services
- Private Sector

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.5 – STAFF RESUMES ASSIGNED TO THE PROJECT



Jonathan Romelus

Accountant

Experience

HCT CPA

Broward County Clerk Of Court

Education

Bachelor of Business Administration & Accounting
Degree

Florida Atlantic University

Certified Fraud Examiner Certification ACFE

Professional Affiliation

Florida Institute of Certified Public Accountants

Experience

Jonathan Romelus demonstrates strengths in Finance, Quantitative and Qualitative Analysis, Audit, and Compliance. Proven ability to effectively provide senior leadership with financial insight and strategic support to implement policies and evaluation of specific audit related-issues. Recognized for consistent ability to exceed performance expectations.

Software proficiencies: MS Office Professional, QuickBooks, Adobe Suite, Google Suite, Caseware Working Papers and Creative Solutions Accounting

Client Focus

Services:

- Financial Statement
- Internal Audits
- Compliance Review
- Financial/Performance Audits

Industries:

- Not-For-Profit
- Public Sector
- Financial Services
- Private Sector

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)

3.2.6.5 – STAFF RESUMES ASSIGNED TO THE PROJECT



Willie Rumph Jr.
Accountant

Experience

HCT CPA
Brown Financial and Consulting Services Group
LLC
Florida Democratic Party

Education

Keiser University, Tallahassee, FL

Professional Affiliation

American Institute of Certified Public Accountants

Experience

Willie Rumph, Jr previously served as the Chief Administrative Officer of Brown Financial and Consulting Services Group, LLC. An organizer at heart, Willie has worked at the intersection of organizing, politics and operations and brings a multidisciplinary approach to compliance. Most recently, Mr. Rumph served as the Staff Accountant for BFCSG. Mr. Rumph has over 20 years of experience in operations and financial management. Mr. Rumph joined BFCSG in 2019, providing bookkeeping services and compliance for federal and state reporting for candidate and political committees.

Software proficiencies: MS Office Professional, Working Papers and Creative Solutions Accounting

Client Focus

Services:

- Financial Statement
- Internal Audits
- Compliance Review
- Financial/Performance Audits

Industries:

- Not-For-Profit
- Public Sector
- Financial Services
- Private Sector

TAB 5 EXPERIENCE AND QUALIFICATIONS (continued)**HCT serves governmental agencies similar in size and complexity to Opa Locka CRA**

Governmental Agencies Audited by HCT	Revenue / Assets Size	Fiscal Year Ended
City of Pahokee, Florida	\$4.7 Million	September 30th
Miami Dade County (Transit Segment)	\$2.3 Billion	September 30th
Broward County, Florida	Over \$3 Billion	September 30th
Palm Beach County (Palm Tran)	\$475 Million	September 30th
Central Florida Expressway Authority	\$4.3 Billion	June 30th
Florida Commission on Transportation for the Disadvantaged	Over \$50 Million	June 30th
Broward Metropolitan Planning Organization	Over \$4 Million	June 30th
City of South Bay	Over 4 million	September 30th
City of Miami Gardens	Over \$185 Million	September 30th
City of North Miami	Over \$190 Million	September 30th
City of Riviera Beach	Over \$100 Million	September 30th

3.2.7 – TAB 6 SCHEDULE

3.2.7.1 – TIMETABLE THAT IDENTIFIES THE AMOUNT OF TIME REQUIRED TO COMPLETE EACH COMPONENT OF THE PROJECT

Proposed Segmentation & Assigned Level of Staff and Engagement Hours per Segment

Below, HCT has documented the proposed approach, including a general work plan, level of staffing, estimated hours per segment, an explanation of audit methodology, and other information related to the specific approach. This is a general work plan and is subject to change based on Opa Locka CRA schedule and varying issues. If awarded the contract, we will coordinate with Opa Locka CRA to provide a finalized plan. Any changes to the initial plan resulting from the audit results will be discussed with Opa Locka CRA Management immediately, with written notice one week prior to scheduled activities.

SEGMENT HOURS: 70 Hours

LEVEL OF STAFF: Partner, Manager and Lead Staff

Because of the use of accounting software, a significant portion of the above procedures will be performed off-site to ensure minimal disruption to Opa Locka CRA staff. Our close proximity to Opa Locka CRA will enable auditors to efficiently schedule in-person and on-site performance for steps/procedures.

SEGMENT HOURS: 680 Hours

LEVEL OF STAFF: Partner, Manager and Lead Staff

- Quality Control and Partner Reviews (pursuant to the Firm's system of quality controls)
- Print and Bind the Report
- Prepare the Presentation for the Board/Audit Committee

SEGMENT HOURS: 80 Hours

LEVEL OF STAFF: Partner, Manager and Lead Staff

3.2.7.2 – INDICATE THE EARLIEST AVAILABLE START DATE

We can begin within 10 business days of contract award and a fully executed contract being sent to HCT CPAs.

3.2.7.3 – INDICATE PROJECT COMPLETION DATE

We would anticipate completion of the within 6 weeks of our start date provided that all required schedules and evidential supporting matter is timely remitted to us.

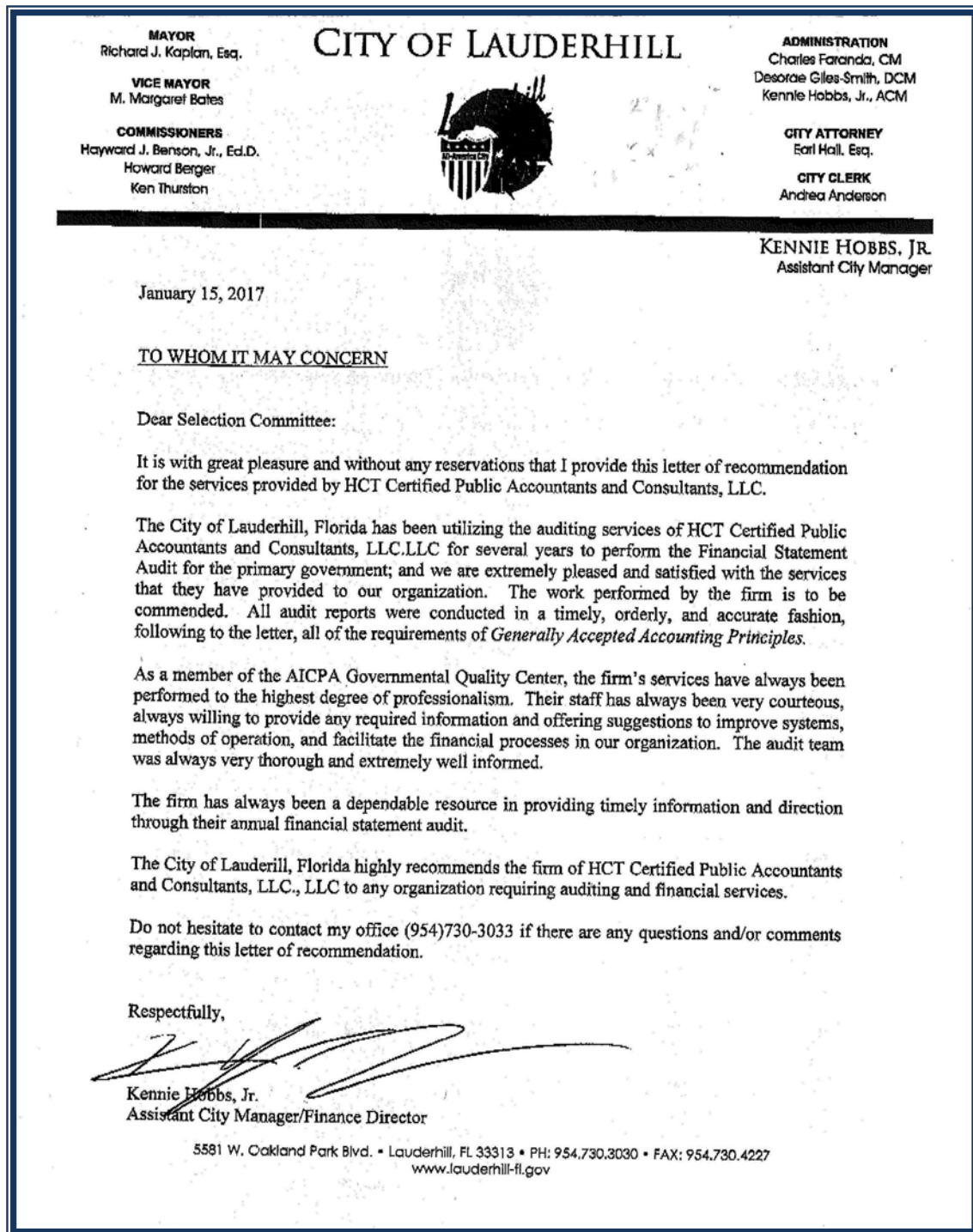
3.2.8 – TAB 7 PRICING OF SERVICES

See Proposal Form

3.2.8.1 – THE FEE BASIS SHOULD BE AN ALL INCLUSIVE BASE FEE

Fees are all inclusive per month

3.2.9 – TAB 8 – REFERENCES



3.2.9 – TAB 8 – REFERENCES (continued)



City of Lauderdale Lakes Department of Financial Services

4300 NW 36th Street • Lauderdale Lakes, Florida 33319-5599
Phone (954) 535-2828 • Fax (954) 535-1892 • www.lauderdalelakes.org

June 8, 2015

TO WHOM IT MAY CONCERN

Dear Selection Committee:

It is with great pleasure and without any reservations that I provide this letter of recommendation for the services provided by HCT Certified Public Accountants and Consultants, LLC.

The City of Lauderdale Lakes, Florida has been utilizing the auditing services of HCT Certified Public Accountants and Consultants, LLC. for several years to perform the Financial Statement Audit for the primary government; and we are extremely pleased and satisfied with the services that they have provided to our organization. The work performed by the firm is to be commended. All audit reports were conducted in a timely, orderly, and accurate fashion, following to the letter, all of the requirements of *Generally Accepted Accounting Principles*.

The firm's services have always been performed to the highest degree of professionalism. Their staff has always been very courteous, always willing to provide any required information and offering suggestions to improve systems, methods of operation, and facilitate the financial processes in our organization. The audit team was always very thorough and extremely well informed.

The firm has always been a dependable resource in providing timely information and direction through their annual financial statement audit.

The City of Lauderdale Lakes, Florida highly recommends the firm of HCT Certified Public Accountants and Consultants, LLC. to any organization requiring auditing and financial services.

Do not hesitate to contact my office at (954) 535-2828 if there are any questions and/or comments regarding this letter of recommendation.

Respectfully,

Marie W. Elianor, CGFO,
Financial Services Director.

3.2.9 – TAB 8 REFERENCES (Continued)

City Hall
561-996-6751 • 561-996-6752

City of South Bay
335 S.W. 2nd Avenue
South Bay, Florida 33493

Public Works
561-996-2477 • 561-996-3998

May 18, 2015

TO WHOM IT MAY CONCERN

Dear Selection Committee:

It is with great pleasure and without any reservations that I provide this letter of recommendation for the services provided by HCT Certified Public Accountants and Consultants, LLC.

The City of South Bay, Florida has been utilizing the auditing services of HCT Certified Public Accountants and Consultants, LLC. LLC for three years to perform the Financial Statement Audit for the primary government; and we are extremely pleased and satisfied with the services that they have provided to our organization. The work performed by the firm is to be commended. All audit reports were conducted in a timely, orderly, and accurate fashion, following to the letter, all of the requirements of *Generally Accepted Accounting Principles*.

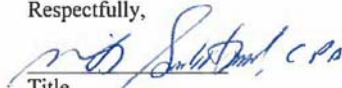
The firm's services have always been performed to the highest degree of professionalism. Their staff has always been very courteous, always willing to provide any required information and offering suggestions to improve systems, methods of operation, and facilitate the financial processes in our organization. The audit team was always very thorough and extremely well informed.

The firm has always been a dependable resource in providing timely information and direction through their annual financial statement audit.

The City of South Bay, Florida highly recommends the firm of HCT Certified Public Accountants and Consultants, LLC., LLC to any organization requiring auditing and financial services.

Do not hesitate to contact my office (561)996-6751 if there are any questions and/or comments regarding this letter of recommendation.

Respectfully,


Title
Finance Director

References Demonstrating Successful Provision of Annual Financial Audit Services Within Past Five Years

We audit several similar governmental entities/ local governments to Opa Locka CRA. See the charts below for the attest services that HCT performed for five of our governmental entities.

Client Name & Contact Information	Scope of Work/Types of Services	Project Period / Contract Value	Number of Full-Time Staff Provided	Budgeted Hours/ Actual Hours	Location of Work Performed	Joint Venture/ Shared Engagement
Kennie Hobbs, CPA Asst. City Manager/ Finance Director City of Lauderhill, Florida 5581 W. Oakland Park Blvd. Lauderhill, Florida 33313 (954) 730-3044 khobbs@lauderhill-fl.gov	Annual Financial Monitoring of Federal and State funds - AUP	2008 – Current \$350,000	(5) R. Harvey, CPA T Williams III K Scott	500 hours	Hollywood	Prime
Duane A. Mathis, CPA Controller Miami-Dade Transit 701 N.W. 1 Court 12 th Floor Miami, FL 33136 (786) 469-5526 duane.mathis@miamidade.gov	Financial Statement, and Single Audits	2011 – 2015 \$110,000	(4) R. Harvey, CPA M. Vetter	200 hours/ 225 hours	Hollywood	Joint
Lauren Shank Finance Director City of Palatka, Florida 201 North 2 nd Street Palatka, Florida 32177 (386) 329-0100 lshank@palatka-fl.gov	CAFR- Annual Financial Statement and Single Audits	2018 – current \$500,000	(6) R. Harvey, CPA K. Scott T. Williams III	550 hours/ 565 hours	Hollywood	Prime

Client Name & Contact Information	Scope of Work/Types of Services	Project Period / Contract Value	Number of Full-Time Staff Provided	Budgeted Hours/ Actual Hours	Location of Work Performed	Joint Venture/ Shared Engagement
Elena Georgiev CPA City of Riviera Beach, Florida Director, Internal Audit 600 West Blue Heron Boulevard Riviera Beach, FL (561) 385-6711 egeorgiev@rivierabch.org	Annual Financial Statement and Single Audits	2008 – current \$370,000	(6) R. Harvey CPA I. Perez Rijos CPA W. Hill CPA T. Williams	570 hours/ 580 hours	Hollywood	Prime
Massish Saadatmand Finance Director City of South Bay, Florida 335 S.W. 2 nd Avenue South Bay, Florida 33493 (561) 914-6330 saadatmandm@southbaycity.com	CAFR- Financial Statement and Single Audits	2013 – current \$170,000	(4) R. Harvey, CPA K Scott. Williams	425 hours/ 500 hours	Hollywood	Prime

During the Evaluation phase the City may speak or send correspondence to the following:

City of Lauderhill, Kenny Hobbs
Miami-Dade Transit, Duane A. Mathis
City of South Bay, Florida Massish Saadatmand

The rest of this page left intentionally blank

3.2.10 – TAB 9 REQUIRED DISCLOSURES

The following questions must be answered as part of your proposal with respect to the attorney, or to any firm, and its primary attorney for this matter.

Do you have any potential conflicts of interest or any arrangement or relationships, formal or informal, which may interfere with your ability to provide independent, unbiased advice to the OCRA? *HCT has no conflicts of interest, any arrangement or relationships, formal or informal, which may interfere with our ability to provide independent, unbiased advice to the OCRA.*

Are there any investigations, lawsuits, or administrative proceedings involving you that the OCRA should be aware of in considering your capacity to represent the OCRA? *HCT has no investigations, lawsuits, or administrative proceedings against them.*

SUPPORTING DOCUMENTS



RFP NO: 23-0615200
PRICE PROPOSAL FORM

BOOKKEEPING SERVICES FOR
OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY

Firms must use the Cost Proposal below to submit your Firm's cost for this project indicated in the Scope of Service herein.

The OCRA reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the hourly rates provided below.

The proposing firm must completely fill out each row below.

Your firm must provide a detailed fee schedule that explains the cost and services for each description of task.

LUMP SUM PRICE: \$ 2,875.00

Fees/Hourly Rates

The Authorities prefer a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee (Monthly)</u>
Bookkeeping	<u>\$2,150.00 / per month</u>
Financial Reporting	<u>\$ 325.00 / per month</u>
Tax Reporting	<u>\$ 200.00 / per month</u>
Budget	<u>\$ 200.00 / per month</u>
Total Fixed Fee	<u>\$2,875.00 / per month</u>

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

Classification	Hourly Rate
Primary	\$ <u>\$325.00</u>
CPA	\$ <u>\$325.00</u>
Accountant 5+ years of non-profit experience	\$ <u>\$215.00</u>
Accountant (0-4) years of non-profit experience	\$ <u>\$150.00</u>

SUBMITTED THIS 31 DAY OF May 2023.

BID SUBMITTED BY:

HCT Certified Public Accountants and Consultants, LLC

(954) 966 4435

Company

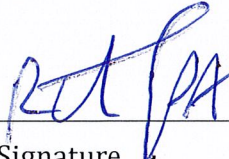
Telephone Number

Roderick Harvey

(954) 962 7747

Name of Person Authorized to Submit Bid

Fax Number


Signature

rharvey@hct-cpa.com
Email Address

Managing Partner

Title

Thank you for the opportunity to present our firm HCT Certified Public Accountants and Consultants, LLC (“HCT”) to Opa Locka CRA.

Opa-locka Community Redevelopment Agency



RFP NO: 23-0615200

REQUEST FOR PROPOSAL (RFP)

BOOKKEEPING AND ACCOUNTING SERVICES

FOR

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY



OPA-LOCKA CRA
RFP NO. 23-0615200

BOOKKEEPING AND ACCOUNTING SERVICES
FOR
OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

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OPA-LOCKA CRA
REQUEST FOR PROPOSAL
RFP NO: 23-0615200

**BOOKKEEPING
SERVICES FOR**

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

Sealed proposal for Bookkeeping services for the Opa-locka Community Redevelopment Agency (OCRA) will be received by the OCRA at the Office of the OCRA Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Monday, June 26th 2023 by 2:00pm.** Any RFP Package received after the designated closing time will be returned unopened. The OCRA will be accepting proposals by mail, however it is your responsibility to submit your proposal by the due date. In addition, proposal may be submitted via www.demandstar.com (e-bid) by 2:00pm. The address to submit sealed proposal is listed below:

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY
Office of the OCRA Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

An original and six (6) copies for a total of seven (7) plus 1 copy of the proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the OCRA Clerk and marked **RFP for Bookkeeping Services for the Opa-locka Community Redevelopment Agency.**

Proposers desiring information for use in preparing proposal may obtain a set of such documents by visiting the OCRA's website at <https://www.opalockafl.gov/288/Community-Redevelopment-Agency> or www.demandstar.com.

The OCRA reserves the right to accept or reject all proposals and to waive any technicalities or irregularities therein. The OCRA further reserves the right to award a contract to that proposer whose proposal best complies with the **RFP NO: 23-0615200** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

OCRA Clerk
Tiffany Dallas

City Clerk
Joanna Flores



RFP NO. 23-0615200

BOOKKEEPING SERVICES FOR OPA-

LOCKA COMMUNITY REDEVELOPMENT AGENCY

PART I

PROPOSAL GUIDELINES

Introduction: The Opa-locka CRA is requesting proposals from qualified professional companies to provide **Bookkeeping Services for the Community Redevelopment Agency**.

1-2. Proposal Submission and Withdrawal: The Opa-locka Community Redevelopment Agency (OCRA) will be accepting proposals by mail; however, it is your responsibility to submit your proposal by the due date. In addition, proposals may be submitted via www.demandstar.com (e-bid). The CRA must receive all proposals by 2:00 pm on Monday, June 26th, 2023. The address to submit sealed proposals is listed below:

OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY
Office of the OCRA Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFP NO. 23-0615200 –BOOKKEEPING SERVICES FOR THE COMMUNITY REDEVELOPMENT AGENCY**. This package shall also include the Proposer’s return address.

Proposers may withdraw their proposal by notifying the CRA in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, the proposal becomes a record of the OCRA and will not be returned to the Proposer.

The CRA cautions proposers to assure actual delivery of mailed or hand-delivered proposal directly to the OCRA Clerk’s Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposal. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 953-2868 ext. 1252 before the proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1-3. Number of Copies: Proposers shall submit an **original and six (6) copies (a total of 7) plus one copy on CD in PDF format** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail, or any other delivery medium.

1-4. Development Costs: Neither the OCRA nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this Request for Qualification. Proposers should prepare their proposal simply and economically, providing a straightforward and concise description of the Proposer’s ability to meet the requirements of the RFP.

1-5. Inquiries: The OCRA Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. OCRA personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the OCRA is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1-6. Addendum: The OCRA may record its response to inquiries and any supplemental instructions in the form of written addenda. The OCRA may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the OCRA's Purchasing Agent through written communication prior to the opening of the proposal.

1-7. Contract Awards: The OCRA anticipates entering into an Agreement with the Proposer who submits the proposal judged by the OCRA to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposal are reviewed, accepted by appointed staff.

The OCRA reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposal.

1-8. Contractual Agreement: This RFP and Consultant/Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. All legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1-9. Selection Process: The proposal will be evaluated and assigned points. The firm with the highest number of points will be ranked first; however, nothing herein will prevent the OCRA from assigning work to any firm deemed responsive and responsible.

The OCRA reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the OCRA reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1-10. Public Records: Upon award recommendation or ten (10) days after opening, whichever occurs first, proposal becomes "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined during normal working hours.

1-11. News Releases: The Proposer shall obtain the prior approval of the OCRA Executive Directors' Office of all news.

releases or other publicity pertaining to this RFP or the service, study, or project to which it relates.

1-12. Insurance: The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than \$1,000,000 per Occurrence/\$2,000,000 Aggregate (Including Policy Number and Policy Period);
2. Evidence of Auto Liability coverage with limits not less than \$1,000,000 per Occurrence/\$1,000,000 Aggregate (Including Policy Number and Policy Period);
3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than \$100,000 (Including Policy Number and Policy Period);
4. The OCRA listed as an additional insured (this may be specifically limited to the specific job(s) the contractor will be performing);
5. Minimum 30-day written notice of cancellation.

1-13. Licenses: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1-14. Public Entity Crimes: Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1-15. Code Of Ethics: If any Proposer violates or is a party to a violation of the code of ethics of the OCRA or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposal for work, goods or services for the OCRA.

1-16. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Workplace (DFW) programs. Whenever two or more proposal which are equal with respect to price, quality, and service are received by the OCRA for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference

in the award process.

1-17. Permits and Taxes: The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1-18. Protests: Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the OCRA Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the OCRA Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1-19. Termination for Convenience: A contract may be terminated in whole or in part by the OCRA at any time and for any reason in accordance with this clause whenever the OCRA shall determine that such termination is in the best interest of the OCRA. Any such termination shall be affected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

PART II

MINIMUM SPECIFICATIONS

SCOPE OF SERVICES:

2-1. DESCRIPTION OF SERVICES

The purpose of this Request for Proposal is to invite interested professionals and or firms and/or bookkeepers to provide services via a bookkeeping and assessment professional services agreement to ensure that our organization continues to abide by County and State regulations. The CRA Board will award one contract to a single Bookkeeping services provider to work with the finances for the OCRA.

2-2. SCOPE OF WORK

It is the intent of the Opa-locka Community Redevelopment Agency (OCRA) to select a bookkeeper or firm to provide financial services. The objectives are to obtain the best financial services while minimizing the cost to the Agency (OCRA) for the following duties including, but not limited to:

2.2.1. Bookkeeping Service Scope

Input all transactions into the QuickBooks or similar software (transactions are generally under 50 per month collectively), with information on revenue, expenses and receivables provided by staff, Prepare the monthly reconciliation of all banks, vendor, bank cards, special funds, and all other material accounts, maintain a schedule of all fixed assets, prepayments, and unearned revenues, and maintain supporting documentation to monitor and detail all transactions.

2.2.2. Financial Reporting

Prepare a monthly Budget to Actual summary and Budget to Actual detail report out of QuickBooks or similar accounting software.

Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports. Prepare any other reports or statements as requested by the Board or Executive Director.

2.2.3. Policies and Procedures

Develop policies and procedures for contract administration.

Develop guidelines, including standard payment procedures that are used to call for offers from contractors, suppliers, and service providers.

Establish guidelines for payables and receivables.

2.2.4 Tax Reporting

Prepare all required tax filings for related entities and

transactions, Prepare all 1099 and 1096 filings and

Prepare any other federal, state, or local tax filings as required.

2.2.5 Budgeting

Provide assistance to the Board and Executive Director with the preparation of an annual budget.

Input the adopted budget into the accounting software.

2-3. Proposal Requirements

The following must be received by the proposal due date. Firm's proposal proposal and Related Public Entity and Development Authority Experience - Sufficient information should be provided regarding proposal of the firm to provide the requested scope of work. Provide a listing of current non-profit and public body clients for which your firm is providing bookkeeping/accounting services.

2-4. Personnel Proposal

Provide sufficient information and related experience of personnel who will perform bookkeeping/accounting services for the Authorities.

2-5. Additional Information

Interested firms are encouraged to provide any additional information not otherwise requested that may aid the OCRA in awarding this professional service contract.

2-6. Fees and Hourly Rates

OCRA prefers a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

PART III

PROPOSAL REQUIREMENTS

3-1 RULES FOR PROPOSAL

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP. The following must be received by the proposal due date.

Firm's proposal

Proposal and Related Non-Profit and Public Body Experience

Sufficient information should be provided regarding the proposal of the firm to provide the requested scope of work.

Provide a listing of current non-profit and public entity clients similar to the Authorities for which your firm is providing bookkeeping/accounting services.

Personnel proposal

Provide sufficient information and related experience of personnel who will perform the appropriate bookkeeping/accounting services.

3-2 SUBMISSION OF PROPOSAL

The proposal shall be submitted on 8 ½ "x 11" paper, portrait orientation, with headings and sections numbered appropriately. Ensure that all information is written legibly or typed. The following should be submitted for a proposing firm to be considered:

3.2.1 Cover Page - Show the name of Proposer's agency, accountant/bookkeeper/firm, address, telephone number, name of contact person, date, and the proposal number and description.

3.2.2 Tab 1 - Table of Contents

Include a clear identification of the material by section and by page number.

3.2.3 Tab 2 - Letter of Transmittal

Provide general background information about the bookkeeper or firm, with focus on the area(s) of activity in which representation is sought, and as to the size and experience of the firm in these specified areas.

3.2.3.1 Limit to one or two pages.

3.2.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.

3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the OCRA's Request for Proposal.

3.2.4 Tab 3 - General Information

3.2.4.1 Name of Business.

3.2.4.2 Mailing Address and Phone Number.

3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.

3.2.4.4 Normal business hours.

3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).

3.2.4.6 Give the date business was organized and/or incorporated, and where.

3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office.

3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company.

3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.5 Tab 4 – Project Approach

Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP.

3.2.6 Tab 5 – Experience and proposal

3.2.6.1 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

3.2.6.2 Description of services and approach to bookkeeping/accounting services, particularly accounting for government and restricted funding.

3.2.6.3 Specify the number of years the Proposer has been in business. A minimum of five (5) years in business is required.

3.2.6.4 Identify the Proposer's proposal to perform the services identified in this RFP as listed in section 2-2 Scope of Services.

3.2.6.5 Include resumes, not exceeding one page each, of all key personnel who will be assigned to the OCRA.

3.2.7 Tab 6 – Schedule

3.2.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.

3.2.7.2 Indicate the earliest available start date for your project team.

3.2.7.3 Indicate the project completion date based on the date provided in 3.2.7.1.

3.2.8 Tab 7 – Pricing of Services

Provide all fees and costs to be charged including hourly rates of any individual(s) that will be involved with advising the OCRA and the rate at which their time will be billed to the OCRA. The hourly rate quoted should include all salary and compensation, and all overhead expenses, profits, and other employee costs, including but not limited to clerical and administrative processing expenses.

3.2.8.1 The fee basis should be an all-inclusive, base fee.

3.2.9 Tab 8 – References

3.2.9.1 List a minimum of three (3) references for which the proposer has provided financial and or bookkeeping services, preferably public entity/government agencies clients, for which the bookkeeping service or firm currently

or has previously served in a similar role. If you have any current or past governmental agencies as customers, you are encouraged to list them, especially those from Broward County or other Florida counties. It is recommended that references be no less than similar in size to the City or have similar services for the City. Provide the names and contact information, including the name of the organization, brief description of the project, name of contact person telephone number and email address.

3.2.10 Tab 9 - Required Disclosures

The following questions must be answered as part of your proposal with respect to the agency regarding this matter.

- Do you have any potential conflicts of interest or any arrangement or relationships, formal or informal, which may interfere with your ability to provide independent, unbiased service to the OCRA?
- Are there any investigations, lawsuits, or administrative proceedings involving you that the OCRA should be aware of in considering your capacity to provide services to the OCRA?

3.2.11 Tab 10 – Additional Forms

Proposers must compete and submit as part of its Proposal all the following forms and/or documents.

- Proposer proposal
- Certification regarding suspension
- Drug Free workplace certification

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY THE PROPOSER.

PART IV EVALUATION OF PROPOSAL

4-1 SELECTION COMMITTEE

A Selection Committee, consisting of OCRA personnel, will convene, review, and discuss all proposals submitted.

The Selection Committee will use a point formula during the review process to score proposals and assign points in the evaluation process in accordance with the evaluation criteria. The Proposer shall satisfy and explicitly respond to all the requirements of the RFP including a detailed explanation of how the services shall be performed.

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the Solicitation. A responsive proposal is one which follows the requirements of this Solicitation that includes all documents are submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive. The Contract (s) will be awarded to the proposer whose proposal best serves the interest of and represents the best values to the OCRA.

4-2 EVALUATION CRITERIA

The Committee may select and choose to invite any and/or or all firms to make a presentation and be interviewed by the Committee as part of the evaluation process for this Solicitation. The Committee's decision will be communicated by staff to all Respondents. The Respondent's presentation may clarify but may not modify their submitted proposal. Any discussion between the presenter (s) and Evaluation Committee during presentations is intended only for the purpose of providing clarification in response to questions from the Committee.

Category	Points
Experience and proposal of professional personnel assigned to project. 1. Number of years providing bookkeeping services 2. Proposal and experience of staff 3. Licensing / Capacity to meet CRA's needs in a timely manner. 4. Adherence to requirements, forms and proposal listed in this RFP	35
References 1. Performance of similar services for governmental clients including at least two references	10
Resources and approach 1. Adequate resources 2. Proposed plan and approach to fulfilling scope	30
Price Proposal 1. Cost of proposed services	25
TOTAL	100

4-3 ORAL PRESENTATIONS

Proposers may be required to make individual presentations to the OCRA Selection Committee in order to clarify their proposal. Only those firms with the highest rated scores in accordance with the stated criteria and their weights will be invited to give oral presentations. However, the OCRA has the right to accept the best proposal as submitted, without discussion or negotiation.

If the CRA determines that such presentations are needed, a time and place will be scheduled for oral presentations. Each Proposer shall be prepared to discuss and substantiate any of the areas of the proposal submitted, and its proposal to perform the specified services. During the oral presentations, the Proposers should relate their discussion to the evaluation criteria, which will include (but not be limited to) their approach to the project. The proposed Project Manager must be in attendance.

The Evaluation Criteria may be changed for the oral presentation evaluation phase. References and site visits (if completed) shall be included in the final evaluation criteria, along with other criteria and weights as determined by the Selection Committee. Finalists will be informed as to the revised criteria, if any, prior to their oral presentation.

Additionally, prior to award of an Agreement pursuant to this RFP, the OCRA may require Proposers to submit such additional information bearing upon the Proposer's ability to perform the services in the Agreement as the OCRA deems appropriate.

4-4 FINAL SELECTION

After review by the Selection Committee of the proposal and oral presentations, a recommendation will be made to the Interim Executive Director for submission to the OCRA Board for final approval. OCRA staff will recommend to the OCRA Board to award the Proposer whose Proposal is determined to provide overall best value to the OCRA, considering the evaluation factors in this RFP. The OCRA will select the firm that meets the best interests of the OCRA. The OCRA Board shall be the sole judge of its own best interests, the proposal, and the resulting negotiated agreement. The OCRA Board's decisions will be final.

4-5 AWARD AND CONTRACT EXECUTION

Upon Board authorization, contract negotiations will be initiated with the first ranked firm. If those negotiations are unsuccessful, the OCRA will formally terminate negotiations with the first ranked firm and will commence contract negotiations with the next ranked firm, etc. Upon successful contract negotiations with the prevailing firm, the remaining firms will be notified that the process has been completed and that they were not selected.

CALENDAR EVENTS:

EVENT	DATE/LOCATION	
Release Date	06/04/2023	
Pre-Bid Meeting	N/A	
Written Questions Due	06/15/2023 @ 5:00pm Email questions to jbergel@opalockafl.gov With Subject line "RFP No: Bid Questions"	
Response to Questions	06/19/2023 @ 5:00pm	
Due Date/Bid Opening	06/26/2023 @ 2:00 pm	at: OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY Office of the OCRA Clerk 780 Fisherman Street, 4th Floor Opa-locka, Florida 33054 OR Electronic Bid on www.Demandstar.com
PHASE 1: 1st Evaluation Committee Meeting (Open to the Public).	TBA	
PHASE 2: (Only if necessary) Shortlist Presentations	TBA	
Committee Ranking (Open Meeting)	TBA	
Contract Negotiations (Closed Meeting)	TBA	
Award Letter Recommendation	TBA	
Post Award	TBA	



**RFP NO. 23-0615200
PROPOSER PROPOSAL**

**BOOKKEEPING SERVICES FOR OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY**

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: _____

Address: _____

City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation () Partnership () Individual ()

3. If Corporation, state:

Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: _____

5. Name and Title of Principal Officers Date Elected:

_____	_____
_____	_____
_____	_____
_____	_____

6. The length of time in business: _____ years

**7. The length of time (continuous) in business as a service organization in Florida:
_____ years**

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the OCRA specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: Information requested herein and submitted by the proposers will be analyzed by the OCRA and will be a factor considered in awarding any resulting contract. The purpose is to ensure that the Contractors, in the sole opinion of the OCRA, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.



RFP NO: 23-0615200

PRICE PROPOSAL FORM

BOOKKEEPING SERVICES FOR

OPA-LOCKA

COMMUNITY REDEVELOPMENT AGENCY

Firms must use the Cost Proposal below to submit your Firm's cost for this project indicated in the Scope of Service herein.

The OCRA reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the hourly rates provided below.

The proposing firm must completely fill out each row below.

Your firm must provide a detailed fee schedule that explains the cost and services for each description of task.

LUMP SUM PRICE: \$_____

Fees/Hourly Rates

The Authorities prefer a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee (Monthly)</u>
Bookkeeping	_____
Financial Reporting	_____
Tax Reporting	_____
Budget	_____
Total Fixed Fee	_____

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

Classification	Hourly Rate
Primary	\$ _____
CPA	\$ _____
Accountant 5+ years of non-profit experience	\$ _____
Accountant (0-4) years of non-profit experience	\$ _____

SUBMITTED THIS _____ DAY OF _____ 2023.

BID SUBMITTED BY:

Company

Telephone Number

Name of Person Authorized to Submit
Bid

Fax Number

Signature

Email Address

Title



OPA-LOCKA CRA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. The failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name _____



OPA-LOCKA CRA
RFP NO. 23-0615200

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by _____ the
(Name)

_____ of _____
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

_____ Signature
Date



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ being first duly sworn, deposes and says that:

- (1) He/She/They is/are the _____
(Owner, Partner, Officer, Representative or Agent) of
_____ the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

By: _____
Signature

Witness

Print Name and Title



NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business, or entity represented herein shall not discriminate against any person in its operations, activities, or delivery of services under any agreement it enters into with the Opa-locka CRA. The same shall affirmatively comply with all applicable provisions of federal, state, and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title:_____

Sworn and subscribed before this

____day of_____, 20____

Notary Public, State of Florida

(Printed Name)

My commission expires:_____



E-VERIFY

Effective January 1, 2021, public and private employers, contractors, and subcontractors will be required to register with, and use of the E-verify system to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the CRA; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of this affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to OCRA for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the OCRA; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____



BOOKKEEPING AND ACCOUNTING SERVICES FOR OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

RFP#23-0615200

ADDENDUM-02

This addendum is to clarify Addendum-01 for RFP 23-0615200.
Please see the date below:

- OCRA intends to replace the initial RFP package submitted on May 17, 2023, with Addendum-01, which was posted on May 30, 2023. Addendum-01 is replacing the original RFP in its entirety.
- Please acknowledge both addenda.
- The scheduled Pre-Bid Meeting on June 2, 2023, has been canceled and is no longer on the calendar of events.
- RFP Due Date has changed from June 15, 2023, to June 26, 2023.



BOOKKEEPING AND ACCOUNTING SERVICES FOR OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

RFP#23-0615200

ADDENDUM-03

This addendum updates the Due Date for RFP 23-0615200 Bookkeeping and Accounting Services.

Please see the date below:

The Due Date for RFP 23-0615200, scheduled on Monday, June 26, 2023, has been changed to Friday, June 30, 2023, at 2:00 pm.



BOOKKEEPING AND ACCOUNTING SERVICES FOR OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

RFP#23-0615200

ADDENDUM-04

This addendum is to Answer propose questions for RFP 23-0615200 Bookkeeping and Accounting Services.

Please see the date below:

What is the total Asset?

FY23 Budget: \$4,087,208

What is the total Revenue?

\$1,722,755

What was the actual amount paid for last year's audit?

\$26995

What is the budgeted amount for this year's audit?

\$24000

Who are your current auditors?

Marcum LLP

Is there a policy of mandatory rotation?

Best Practices

Is there a local preference for Auditors?

No

How long have you been working with the current Auditors?

Since 2021

What is the audit time frame?

9-12 months

What is the selection criterion for submitted responses?

RFP and selection based on selection committee review.

Who does the audit report go to?

OCRA Board for approval

Who prepares the CAFR?

Finance Department of the City

From a financial standpoint, what are your top three (3) priorities?



New Development assistance, Small Business Assistance, Identifying Revenue, and Generating Assets.

What are the qualities in an auditing firm that you deem most important?

Timeliness, Reputation, Client Testimony, Cost, and Accuracy.

Has anything significant occurred in the current year different from prior years?

Currently, the changes in staff and project facilitation are the most significant difference from last fiscal year.

What has been exhibited by the current auditors that you value the most?

The delivery of timely reports and the thoroughness of the work performed are what we value the most about the current auditors.

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

DBA:
Business Name: HARVEY COVINGTON & THOMAS LLC

Receipt #: 317-887
Business Type: C P A (C P A)

Owner Name: RODERICK A HARVEY
Business Location: 3816 HOLLYWOOD BLVD 203
HOLLYWOOD

Business Opened: 09/17/2001
State/County/Cert/Reg: AC-30015
Exemption Code:

Business Phone: 954-966-4435

Rooms

Seats

Employees

2

Machines

Professionals

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	0.00	0.00	0.00	0.00	30.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

HARVEY COVINGTON & THOMAS LLC
3816 HOLLYWOOD BLVD 203
HOLLYWOOD, FL 33021

Receipt # 1CP-21-00004014
Paid 07/12/2022 30.00
07/11/2022 Effective Date

2022 - 2023



OPA-LOCKA CRA
RFP NO. 23-0615200

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. To have a drug-free workplace program, a business shall:

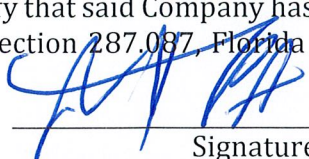
1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Roderick Harvey the
(Name)

Managing Partner of HCT Certified Public Accountants and Consultants, LLC
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

05/31/2023
Date


Signature



E-VERIFY

Effective January 1, 2021, public and private employers, contractors, and subcontractors will be required to register with, and use of the E-verify system to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the CRA; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of this affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to OCRA for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

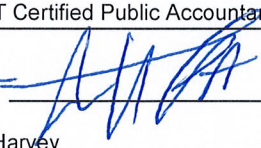
"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the OCRA; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: HCT Certified Public Accountants and Consultants, LLC

Authorized Signature: 

Print Name: Roderick Harvey

Title: Managing Partner

Date: 05/31/2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/29/2022

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

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

PRODUCER CS&S/NORTHEAST AGENCIES, INC. PO BOX 958489 LAKE MARY, FL 32746-8989 Phone - 800-742-9705 Fax - 877-763-5122	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Transportation Insurance Company	
	NAIC # 20494	
INSURED HCT CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS LLC. 3816 HOLLYWOOD BLVD SUITE 203 HOLLYWOOD, FL 33021	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y	N	5094264871	07/15/2022	07/15/2023	EACH OCCURRENCE \$ 2,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	☐ POLICY ☐ PRO-JECT ☒ LOC						PRODUCTS - COMP/OP AGG \$ 4,000,000
	OTHER						
A	AUTOMOBILE LIABILITY	N	N	5094264871	07/15/2022	07/15/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	☒ HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED	RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A					PER STATUTE OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Certificate holder is added as an additional insured as provided in the blanket additional insured endorsement as it pertains to work being performed by the named insured under written contract.

CERTIFICATE HOLDER

City of Sunrise
Purchasing Office
10770 W Oakland Park Blvd
Sunrise, FL 33351

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Harvey, Covington and Thomas of South Florida, LLC

2 Business name/disregarded entity name, if different from above

HCT Certified Public Accountants and Consultants, LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

3816 Hollywood Boulevard, Suite 203

6 City, state, and ZIP code

Hollywood, FL 33021

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

6 5 - 0 9 8 4 3 3 0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 02/22/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Roderick Harvey being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Managing Member
(Owner, Partner, Officer, Representative or Agent) of
HCT Certified Public Accountants and Consultants, LLC the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

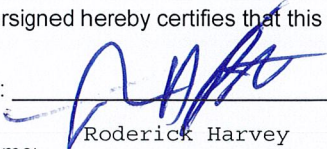
By: Signature

Signature

Roderick Harvey, Managing Member

Print Name and Title

SECTION 4: OFFER COVER SHEET

OFFEROR'S NAME (Name of firm, entity, or organization): HCT Certified Public Accounting and Consulting, LLC	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: 65-0984330	
NAME AND TITLE OF OFFEROR'S CONTACT PERSON:	
Name: Roderick Harvey	Title: Managing Partner
MAILING ADDRESS:	
Street Address: 3816 Hollywood Boulevard, Suite 203	
City, State, Zip: Hollywood, Florida 33021	
TELEPHONE:	FAX:
(954) 966-4435	(954) 962-7747
OFFEROR'S ORGANIZATION STRUCTURE:	
☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Joint Venture ☒ LLC Other (explain):	
IF CORPORATION:	
Date Incorporated/Organized: 02/28/2000	
State of Incorporation/Organization: Florida	
States registered in as foreign Corporation: None	
OFFEROR'S SERVICES OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATION REQUESTS FOR:	
Identify here as well: Accounting, Bookkeeping, Budgeting	
LIST NAMES OF OFFEROR'S SUBCONTRACTORS AND/OR SUBCONSULTANTS FOR THE SINGLE CATEGORY OR COMBINATION OF CATEGORIES OF SERVICES PROPOSED:	
None	
OFFEROR'S AUTHORIZED SIGNATURE:	
The undersigned hereby certifies that this Offer is submitted in response to this Solicitation.	
Signed by: 	Date: 6/2/2023
Print name: Roderick Harvey	Title: Managing Partner

**FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM
MAY DEEM YOUR OFFER NON-RESPONSIVE**



Ron DeSantis, Governor

Julie I. Brown, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ACCOUNTANCY

THE ACCOUNTANCY PARTNERSHIP HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 473, FLORIDA STATUTES

HCT CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS, LLC

3816 HOLLYWOOD BOULEVARD
SUITE 203
HOLLYWOOD FL 33021

LICENSE NUMBER: AD67699

EXPIRATION DATE: DECEMBER 31, 2023

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



OPA-LOCKA CRA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

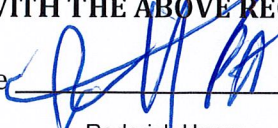
C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. The failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature



Printed Name

Roderick Harvey



BOOKKEEPING SERVICES QUOTE

Prepared by:

Alexia Scruggs,
ALS Professional Services LLC
alsprosvc@alsproservicesga.com

300 Colonial Center Pkwy
STE 100 N , Georgia 30188

(404) 689-2540

Prepared for:

Opa-Locka Community Redevelopment Agency

Joanna Flores
780 Fisherman Street
Opa-locka, Florida

Proposal number: 23-0615200

Submitted on: Not yet submitted

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Signature	Page 10
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A photograph of a modern wooden desk. On the desk is a silver laptop displaying a dashboard with charts and photos. Next to it is a white mouse on a dark brown mousepad. There are also two small potted plants, one on the left and one on the right. In the background, a larger monitor shows the text 'WORKHARD ANYWHERE' over a landscape image.

Letter of Transmittal

ALS Professional Services LLC is pleased to submit its proposal for bookkeeping and financial reporting services to the Opa-locka Community Redevelopment Agency (OCRA) under RFP NO. 20615200 – BOOKKEEPING SERVICES FOR THE COMMUNITY REDEVELOPMENT AGENCY. As a virtual bookkeeping firm, ALS Professional Services LLC understands the critical importance of compliance with County and State regulations. Our team of skilled professionals specialize in providing comprehensive accounting solutions that ensure accuracy, integrity, and confidentiality, allowing clients to focus on their business while maintaining strong financial management.

ALS Professional Services LLC is a proven and trusted provider of accounting solutions for businesses. Our dual accounting software certifications in QuickBooks Online Advanced and Xero enable us to provide our clients with comprehensive accounting solutions uniquely designed to meet their business needs. We are committed to delivering bookkeeping services that are reliable, high-quality, and cost-effective. At ALS Professional Services LLC, we understand that accurate and detailed financial records are essential to making sound business decisions. As such, we have tailored our services to ensure that businesses have access to accurate financial statements and cash flow analysis.

CLIENT CARE

To ensure that we provide you with the best quality service we like to ensure that all our clients know who will be in charge of their affairs.

The principal in charge of your assignment will be **Alexia Scruggs**. Please feel free to contact us at **404.689.2540** at any time, particularly if you have any questions about the service that is being provided or have any questions about other services that may be of interest.

Letter of Transmittal Cont'd

The person responsible for the day-to-day aspects of this assignment will be **Alexia Scruggs**. Please feel free to contact them at any time, particularly if you have questions about specific aspects of the work that we are completing or need to provide us with further information.

Alexia Scruggs
Owner, ALS Professional Services LLC

ALS Professional Services LLC proposes to provide bookkeeping and financial reporting services that meet the objectives of obtaining the best financial services while minimizing the cost to the Agency (OCRA) for the following duties including, but not limited to:

Bookkeeping Service Scope

- Input all transactions into QuickBooks or similar software, with information on revenue, expenses, and receivables provided by staff.
- Prepare monthly reconciliation of all banks, vendor, bank cards, special funds, and all other material accounts.
- Maintain a schedule of all fixed assets, prepayments, and unearned revenues, and maintain supporting documentation to monitor and detail all transactions.

Financial Reporting

- Prepare a monthly Budget to Actual summary and Budget to Actual detail report out of QuickBooks or similar accounting software.
- Prepare monthly Comparative Statements of Financial Position and Statement of Activities reports.
- Prepare any other reports or statements as requested by the Board or Executive Director.

ALS Professional Services LLC's skilled professionals will ensure that all work is performed in compliance with County and State regulations.

General Information

ALS Professional Services LLC

Mailing Address:

PO Box 1871

Woodstock, GA 30188

Physical Location:

542 Rokeby Dr

Woodstock, GA 30188

Hours of Operation

Monday - Friday 8AM - 5 PM

Certificate of Organization issued by the Secretary of State of Georgia January 11, 2010

13 years in business

References

Current Clients:

1. Prater Cleaning Solutions - Location: Canton, GA - Type of Business: Small Business - Services Provided: Bookkeeping - Contact Number: 678-207-9374
2. AQS Life Services - Type of Business: Small Business - Services Provided: Bookkeeping - Contact Number: 770-370-7655
3. 4WD-GA Logistics - Type of Business: Transportation Business - Services Provided: Bookkeeping - Contact Number: 844-931-4932

Previous Clients:

1. Pax Industries - Location: Duluth, GA - Type of Business: Accounts Payable - Services Provided: Bookkeeping
2. Better Business Bureau - Location: Augusta, GA - Type of Business: Payroll - Services Provided: Bookkeeping
3. National MS Society - Atlanta Chapter - Location: Atlanta, GA - Type of Business: Accounts Receivable - Services Provided: Bookkeeping

Note: This reference sheet includes both the current clients and previous clients of ALS Professional Services LLC

Methodology

Approach

To achieve the objectives and duties outlined in the Scope of Work, ALS Professional Services LLC will implement the following approach:

Establish Clear Communication Channels

ALS Professional Services LLC will establish a clear communication channel with the OCRA Board and Executive Director. This will ensure that all necessary information is provided on a timely basis and that any issues are addressed promptly.

Efficient and Tailored Services

ALS Professional Services LLC will provide efficient and tailored services by utilizing industry-leading accounting software such as QuickBooks Online Advanced and Xero. Our team of skilled professionals will ensure that bookkeeping and financial reporting services are delivered in an accurate and timely manner.

Adherence to Compliance Regulations

ALS Professional Services LLC will adhere to all County and State regulations to ensure that the OCRA is fully compliant. Our team of skilled professionals will constantly monitor and update financial records to ensure that compliance standards are met.

Benefits

By selecting ALS Professional Services LLC as their bookkeeping and financial reporting services provider, the OCRA stands to benefit in the following ways:

Expertise in Industry-Leading Accounting Software

ALS Professional Services LLC is dual-certified in QuickBooks Online Advanced and Xero. This expertise will enable the OCRA to take advantage of efficient and tailored services that best suit their needs.

Compliance and Confidentiality Assurance

ALS Professional Services LLC's team of skilled professionals will ensure that all financial records are accurate, compliant, and confidential. This will enable the OCRA to focus on their core business while maintaining strong financial management.

Methodology Cont'd

Cost-Effective Services

ALS Professional Services LLC offers cost-effective services that will help the OCRA to minimize their costs while obtaining the best services possible.

Conclusion

ALS Professional Services LLC is committed to providing bookkeeping and financial reporting services that are efficient, tailored, and compliant with County and State regulations. I will ensure that all financial records are accurate, compliant, and confidential. By selecting ALS Professional Services LLC as their bookkeeping and financial reporting services provider, the OCRA can take advantage of industry-leading accounting software, cost-effective services, and compliance assurance. We look forward to working with the OCRA to achieve their financial management goals.

Your Investment

Service	Price	Month	Subtotal
Recording Accounting Transactions	\$205.43/Month	1	\$205.43/Month
Itemizing Lump Sum Deposits	\$60.16/month	1	\$60.16/month
Record Accounts Payable and Accounts Receivable - Modified Accrual Basis	\$151.53/month	1	\$151.53/month
Full Accrual Basis Recording	\$145.20/month	1	\$145.20/month
Reconcile Bank and Credit Card Accounts	\$132/month	1	\$132/month
Prepare Financial Statements - Profit & Loss, Balance Sheet & Statement of Cash Flows	\$29.15/month	1	\$29.15/month
Total Per Month			\$723.47
One Time Fees			\$0

The pricing quoted is subject to change based on exact measurements obtained during the site visit, and is valid for 30 days after submission.



Schedule of Service

Dates in this timeline are estimations only and subject to change if the client changes the scope of work.

Proposed Start Date: July 15, 2023

Estimated End Date: July 15, 2024

Onboarding

Onboarding - 72 hours to 10 days depending on client responsiveness

Date Due - TBD

Pre - Work

Review of current company file, coordination with tax preparer to confirm company file structure and journal entries require ensure books start in a clean working state.

Date Due - TBD

Standard Compliance Work

Ongoing monthly scope of work completed to include custom adhoc reporting

Date Due - TBD

Sign-off



ALS Professional Services LLC proposes to Opa-Locka Community Redevelopment Agency outlined in this proposal for an investment of \$723.47 or **\$8681.64. This includes Bookkeeping and Financial Reporting Services**

Additional charges will be included if changes are made to the scope of work once this document has been signed and/or differences between the allowance outlined above and the actual cost of these items varies.

The next step is to agree to this quote (in addition to any changes that have been noted in the presentation of this document) and to sign the contractual agreement which references the document above.

ALS Professional Services LLC

 SIGNATURE
Alexia Scruggs

Alexia Scruggs
Owner

Not yet accepted

Opa-Locka Community Redevelopment Agency

 SIGNATURE
Joanna Flores

Joanna Flores
City Employee

Not yet accepted

Capability Statement

A|P

ALS PROFESSIONAL SERVICES

About ALS Professional Services

ALS Professional Services LLC is a proven and trusted provider of accounting solutions for businesses. Our dual accounting software certifications in QuickBooks Online Advanced and Xero enable us to provide our clients with comprehensive accounting solutions uniquely designed to meet their business needs. We are committed to delivering bookkeeping services that are reliable, high-quality, and cost-effective. At ALS Professional Services LLC, we understand that accurate and detailed financial records are essential to making sound business decisions. As such, we have tailored our services to ensure that businesses have access to accurate financial statements and cash flow analysis.

Core Competencies

- Comprehensive Financial Services
- QuickBooks Online Advanced Proficiency
- Xero Mastery
- Virtual Bookkeeping Proficiency
- Bank Reconciliation and Financial Analysis
- Payroll Administration
- Communication and Collaboration
- Problem-Solving and Adaptability
- Continuous Professional Development

Differentiators

- Dual Certification in Leading Accounting Software
- Customized Solutions
- Attention to Accuracy and Detail
- Timeliness and Responsiveness
- Compliance and Regulatory Expertise
- Confidentiality and Data Security
- Focus on Client Success

NAICS Codes

541214, 541219, 541614
541690, 541990

UEI

FGRSWT5EMUH6

Industry Certifications



www.alsprobookkeepingsolutions.com
info@alsprobookkeepingsolutions.com
404-938-3659

ALS Professional Services LLC
300 Colonial Center Pkwy
STE 100N
Roswell, GA 30076



DRUG-FREE WORKPLACE CERTIFICATION FORM

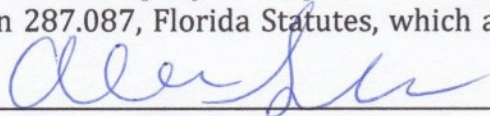
Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Alexia Scruggs the
(Name)
Owner of ALS Professional Services LLC
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

06/30/2023
Date


Signature



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Alexia Scruggs

being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Owner
(Owner, Partner, Officer, Representative or Agent) of
ALS Professional Services LLC the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

[Signature]
Witness

[Signature]
Witness

By: [Signature]
Signature

Alexia Scruggs , Owner
Print Name and Title

Notary: Robert Curley



THIS LICENSE MUST BE POSTED IN A
CONSPICUOUS PLACE

City of Woodstock

This license is not transferable and is subject to be
revoked if abused.

Effective Date: 01/31/2023

Account #:

8825

License #: HMOCC23-03215

Expires:

12/31/2023

NAICS Code #: 541219

Business Name: ALS Professional Services LLC

Woodstock, Georgia

DBA Name:

Business Location:

542 Rokeby Dr

Business Description:

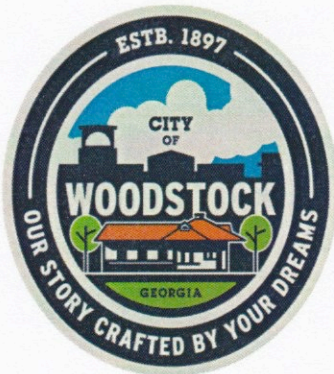
OTHER ACCOUNTING SERVICES

Applicant/Owner:

ALS Professional Services LLC

542 Rokeby Dr

Woodstock, GA 30188



This license expires as specified above.
Licensed business to be conducted in
conformity with and subject to the
provisions of the ordinance of the City of
Woodstock and the laws of the State of
Georgia.

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City of Woodstock

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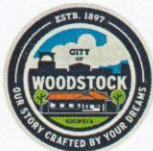
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Applicant/Owner:

ALS Professional Services LLC

542 Rokeby Dr

Woodstock, GA 30188



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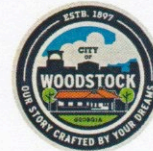
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Applicant/Owner:

ALS Professional Services LLC

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Woodstock, GA 30188



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conformity with and subject to the
provisions of the ordinance of the City of
Woodstock and the laws of the State of
Georgia.

City of Woodstock

12453 Hwy 92

Woodstock, GA 30188

ALS Professional Services LLC

POB 1871

Woodstock, GA 30188



**RFP NO. 23-0615200
PROPOSER PROPOSAL**

**BOOKKEEPING SERVICES FOR OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY**

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: ALS Professional Services LLC

Address: 542 Rokeby Dr

City, State, Zip: Woodstock, GA Phone/Fax: 404-689-2540
30188

2. Check One: Corporation () Partnership () Individual (☒)

3. If Corporation, state:

Date of Incorporation: N/A State in which Incorporated: N/A

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: N/A

5. Name and Title of Principal Officers

Date Elected:

Alexia Scruggs - Owner

01/11/2010

6. The length of time in business: 13 years

7. The length of time (continuous) in business as a service organization in Florida:
N/A years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the OCRA specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: Information requested herein and submitted by the proposers will be analyzed by the OCRA and will be a factor considered in awarding any resulting contract. The purpose is to ensure that the Contractors, in the sole opinion of the OCRA, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.



RFP NO: 23-0615200
PRICE PROPOSAL FORM

BOOKKEEPING SERVICES FOR
OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY

Firms must use the Cost Proposal below to submit your Firm's cost for this project indicated in the Scope of Service herein.

The OCRA reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the hourly rates provided below.

The proposing firm must completely fill out each row below.

Your firm must provide a detailed fee schedule that explains the cost and services for each description of task.

LUMP SUM PRICE: \$ 8681.64

Fees/Hourly Rates

The Authorities prefer a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting,

Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of

Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee (Monthly)</u>
Bookkeeping	<u>\$694.32</u>
Financial Reporting	<u>\$29.15</u>
Tax Reporting	<u>0 - NA</u>
Budget	<u>0 - NA</u>
Total Fixed Fee	<u>\$723.47</u>

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

Classification	Hourly Rate
Primary	\$ <u>75</u>
CPA	\$ _____
Accountant 5+ years of non-profit experience	\$ _____
Accountant (0-4) years of non-profit experience	\$ _____

SUBMITTED THIS 30th DAY OF June 2023.

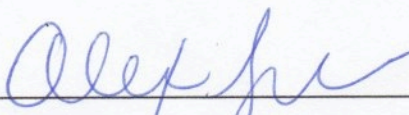
BID SUBMITTED BY:

Alexia Scruggs

Company

ALS Professional Services LLC

Name of Person Authorized to Submit
Bid


Signature

Owner

Title

404-689-2540

Telephone Number

Fax Number

alsprosvc@alsproservicesga.com

Email Address



OPA-LOCKA CRA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

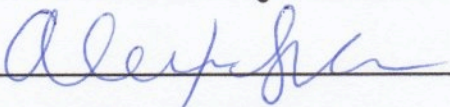
B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. The failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Alexia Scruggs



DRUG-FREE WORKPLACE CERTIFICATION FORM

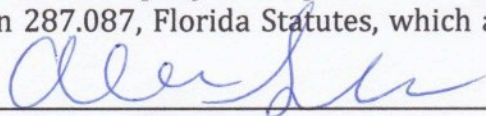
Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Alexia Scruggs the
(Name)
Owner of ALS Professional Services LLC
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

06/30/2023
Date


Signature



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Alexia Scruggs being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Owner
(Owner, Partner, Officer, Representative or Agent) of
ALS Professional Services LLC the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

[Signature]
Witness

[Signature]
Witness

By: [Signature]
Signature

Alexia Scruggs , Owner
Print Name and Title

Notary: Robert Curley





NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business, or entity represented herein shall not discriminate against any person in its operations, activities, or delivery of services under any agreement it enters into with the Opa-locka CRA. The same shall affirmatively comply with all applicable provisions of federal, state, and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: *Alen [Signature]*
Title: Owner

Sworn and subscribed before this

30 day of June, 2023

Robert Curley
Notary Public, State of Florida

Robert Curley
(Printed Name)

My commission expires: 01-16-24





E-VERIFY

Effective January 1, 2021, public and private employers, contractors, and subcontractors will be required to register with, and use of the E-verify system to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the CRA; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of this affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to OCRA for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

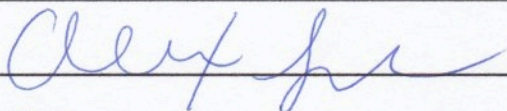
"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the OCRA; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: ALS Professional Services LLC

Authorized Signature: 

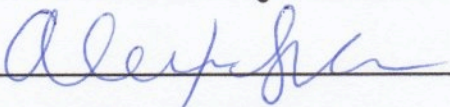
Print Name: Alexia Scruggs

Title: Owner

Date: 06/30/2023

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Alexia Scruggs

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Alexia Scruggs	
	2 Business name/disregarded entity name, if different from above ALS Professional Services, LLC	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. PO Box 1871	Requester's name and address (optional)
6 City, state, and ZIP code Woodstock, GA 30188		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

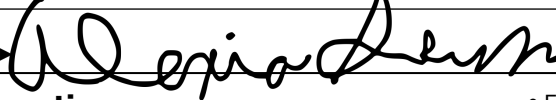
Social security number									
			-				-		
or									
Employer identification number									
2	7		-	1	6	4	2	6	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date ► 01/07/2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



PROPOSAL FOR SERVICES

OPA- LOCKA OCRA BOOKKEEPING SERVICES

OVERVIEW

C&N Venture Group is pleased to submit this proposal to supply Bookkeeping services to Opa-Locka Redevelopment Agency.

The Objective

Provide general services to the Opa-locka Community Redevelopment Agency (OCRA). The services will consist of Inputting all transactions into the QuickBooks or similar software, with information on revenue, expenses and receivables provided by staff, Prepare the monthly reconciliation of all banks, vendor, bank cards, special funds, and all other material accounts, maintain a schedule of all fixed assets, prepayments, and unearned revenues, and maintain supporting documentation to monitor and detail transactions.

Deliverables

- **Goal #1: Enter transactions into accounting software.**
- **Goal #2: Provide Financial Reports and Policy and Procedures.**
- **Goal #3: Assist with Budget**
- **Goal #4: Tax Reporting**

OUR PROPOSAL

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C&N Venture Group is a woman organization who prides itself on providing great customer service. Although we are a newly formed organization our goal is to sustain long-term success. C&N can be trusted to provide our services with integrity and adhere to the client-first model to gain both the respect and trust of the one we serve. Combined we have over 40 years of experience in Accounting and Business experience.

C&N Venture Group will provide Accounting and Bookkeeping services to the Opa-Locka Redevelopment Agency utilizing QuickBooks online software. C&N Venture Group will provide all personnel and equipment necessary.

C&N Venture Group will provide monthly financial documentation consisting of a Profit and Loss Statement and Balance sheet. C&N Venture Groups will review all documents with the appropriate personnel at the agency.

C&N Venture Group will document all processes and procedures and develop guidelines used for payables and receivables. All policies and guidelines will be in a binder and given to the agency.

C&N Venture Group will print and file all 1099's by January 2024.

EXPECTED RESULTS

- Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables.

PRICING

Services Cost Category #1	Price
Bookkeeping Services	750
Financial Reporting	150
Budget	400
Process and Policy	0
Tax Reporting	200
Total	\$1500

The partners of C&N Venture Group combined have over 40 years of Accounting and Business experience, with over 15 years working with quickbooks desktop and quickbooks online. Nora Bromley, one of the Partners has a B.A Degree in Forensic Accounting and has worked in various industries including non-profit. Carolyn Garvey has 15 years owning and operating several businesses and over 12 years of bookkeeping experience.

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CONCLUSION

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We look forward to working with the Oka-Locka Redevelopment Agency . We are confident we can meet the requirements and look forward to partnering with you.

Thank you for your consideration.



**RFP NO. 23-0615200
PROPOSER PROPOSAL**

**BOOKKEEPING SERVICES FOR OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY**

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: C & N Venture Group LLC

Address: 560 SW Buswell Avenue

City, State, Zip: Port St Lucie, FL 34983 Phone/Fax: 786-991-3050 / 941-323-7912

2. Check One: Corporation () Partnership (X) Individual ()

3. If Corporation, state:

Date of Incorporation: 4/6/2023 State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: _____

5. Name and Title of Principal Officers

Date Elected:

Nora Bromley

4/06/2023

Carolyn Garvey

4/06/2023

6. The length of time in business: 3 months ~~years~~

7. The length of time (continuous) in business as a service organization in Florida:

3 months ~~years~~

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the OCRA specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: Information requested herein and submitted by the proposers will be analyzed by the OCRA and will be a factor considered in awarding any resulting contract. The purpose is to ensure that the Contractors, in the sole opinion of the OCRA, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.



RFP NO: 23-0615200
PRICE PROPOSAL FORM

BOOKKEEPING SERVICES FOR
OPA-LOCKA
COMMUNITY REDEVELOPMENT AGENCY

Firms must use the Cost Proposal below to submit your Firm's cost for this project indicated in the Scope of Service herein.

The OCRA reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the hourly rates provided below.

The proposing firm must completely fill out each row below.

Your firm must provide a detailed fee schedule that explains the cost and services for each description of task.

LUMP SUM PRICE: \$ 1500.00

Fees/Hourly Rates

The Authorities prefer a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee (Monthly)</u>
Bookkeeping	<u>750.00</u>
Financial Reporting	<u>150.00</u>
Tax Reporting	<u>200.00</u>
Budget	<u>400.00</u>
Total Fixed Fee	<u>1500.00</u>

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

Classification	Hourly Rate
Primary	\$ _____
CPA	\$ _____
Accountant 5+ years of non-profit experience	\$ <u>75.00</u>
Accountant (0-4) years of non-profit experience	\$ _____

SUBMITTED THIS 28th DAY OF June 2023.

BID SUBMITTED BY:

C & N Venture Group LLC

786-991-3050 / 941-323-7912

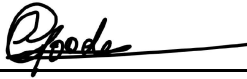
Company

Telephone Number

Carolyn Garvey

Name of Person Authorized to Submit
Bid

Fax Number



Signature

info@cnventruegroup.com

Email Address

Manager

Title



E-VERIFY

Effective January 1, 2021, public and private employers, contractors, and subcontractors will be required to register with, and use of the E-verify system to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the CRA; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of this affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to OCRA for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

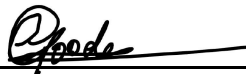
“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the OCRA; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: C & N Venture Group LLC

Authorized Signature: 

Print Name: Carolyn Garvey

Title: Manager

Date: 6/28/2023



OPA-LOCKA CRA
RFP NO. 23-0615200

DRUG-FREE WORKPLACE CERTIFICATION FORM

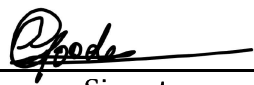
Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Carolyn Garvey the
(Name)
Manager of C & N Venture Group LLC
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

6/28/2023
Date


Signature



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

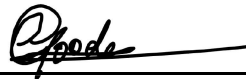
Carolyn Garvey being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Partner
(Owner, Partner, Officer, Representative or Agent) of
C & N Venture Group LLC the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Nora Bromley
Witness

By: 
Signature

Carolyn Garvey
Print Name and Title



NON-DISCRIMINATION AFFIDAVIT

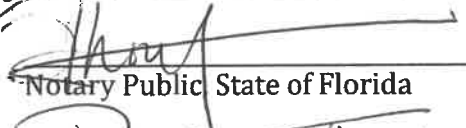
I, the undersigned, hereby duly sworn, depose and say that the organization, business, or entity represented herein shall not discriminate against any person in its operations, activities, or delivery of services under any agreement it enters into with the Opa-locka CRA. The same shall affirmatively comply with all applicable provisions of federal, state, and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Carolyn Garvey

Title: Manager

Sworn and subscribed before this

29th day of June, 2023


Notary Public State of Florida

Donna Thompson
(Printed Name)

My commission expires: _____





CITY OF PORT SAINT LUCIE BUSINESS TAX RECEIPT

PLEASE POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

Term : 10/01/2022 — 09/30/2023

2022 - 2023

Business Address: **560 SW BUSWELL AVE**

BTR#: 151718

Date Made: 05/15/2023

Business Name: C & N VENTURE GROUP LLC

Mailing Address: 560 SW BUSWELL AVE

PORT ST LUCIE, FL 34983

Business Tax Authority

Category:	APPLICATION FEE	APPLICATION FEE	\$19.00
Additional Data:			

Category:	Category 1	PERSONAL SERVICES	\$16.55
Additional Data:	BOOKKEEPING AND PAYROLL		

Category:	Category 3	AGENCY/AGENT	\$67.00
Additional Data:	NON MEDICAL STAFFING		

Total Tax Paid: **\$102.55**

THIS IS A RECEIPT FOR TAX PAID AND IS NOT REGULATORY IN NATURE

This receipt does not warrant that the receipt holder is competent to perform in the business, but that the holder has paid the required tax and provided the necessary documentation (if required) for this business. Valid only when all state and local regulated trade licenses/competency cards are valid for the current fiscal year as required by law.

WORK HISTORY

ETC Florida LLC
Director of Business Operations**2019-Current**
West Palm Beach, FL

- Manage and provide oversight of warehouse operations and purchasing which includes the receipt of inventory and matching purchase orders to vendor invoices for entry into the accounting software.
- Supervise 4 direct reports in the following departments: Warehouse, Purchasing and Office Manager.
- Responsible for the onboarding of all new employees.
- Processing of payroll for 59 employees.
- Assist in maintaining a system of internal controls which provide reasonable assurance to Management that all transactions are properly authorized and recorded.

Yacht Chandlers (Moved to Palm Beach County)
Controller**2018-2019**
Fort Lauderdale, FL

- Overall responsibility for the management and direction of the Company's accounting functions.
- Maintain the Cash Flow Report.
- Supervised 6 direct reports in the following departments: Receiving, Freight, Accounts Payable, Accounts Receivable and Receptionist.
- Prepare and issue monthly Profit and Loss and Balance Sheet Statements to owners. Research and communicate any variances.
- Reconcile all bank statements and credit card statements.
- External reporting to banks and CPA.

Metric Marine & Industrial
Senior Accountant**2016-2018**
Davie, FL

- Overall responsibility for the management and direction of the Company's accounting functions.
- Enter over 100 vendor invoices weekly and Pay vendor invoices in a timely manner by check and ACH.
- Update inventory quantities in the system and adjust when necessary.
- Maintain cash flow report for the CFO.
- External reporting, including coordination with Tax Accountants and Auditors and preparing schedules as needed.
- Prepare and issue monthly P&L and Balance Sheet.

Cohen & Thomlinson, CPA
Senior Accountant (Independent Contractor)**2013-2016**
Ft. Lauderdale, FL

- Reconcile bank statements for various clients.

- Reconcile all Balance Sheet accounts and make adjusting entries for various clients.
- Monthly Write-Up in QuickBooks for several clients.
- Prepare and issue financial statements to owners.
- Prepare and monthly sales tax returns and quarterly payroll returns for various clients.

Episcopal Diocese of SWFL (Moved to Hollywood)
Parish Resources Administrator

2011-2013
Sarasota, FL

- Accounting and benefits resource person for 76 churches in the Diocese.
- Prepare internal control recommendations for those churches with limited staff
- Benefits Administrator for all 76 churches in the diocese.
- Teach various workshops on completing church audits and improving internal controls.
- Collect and analyze annual audits and parochial reports for all 76 churches.
- Conduct annual audits and reviews.

Universal Windows Solutions, LLC (Enrolled in school to finish degree)
Accounting Manager

2008-2011
Bradenton, FL

- Overall responsibility for the management and direction of the Company's accounting and office function.
- Manage a staff of 3 with responsibility for all aspects of the company's daily accounting operations and the related formulation and administration of the company's overall accounting policies.
- Coordinate and manage workflow of department to ensure timely processing of relevant data.
- Identify weaknesses in the company which hinder the accurate reporting of the financial condition of the company.
- Develop policies and procedures to minimize or eliminate those weaknesses.
- External reporting, including coordination with tax accountants, lenders, and financial consultants.
- Preparation of the annual budget.
- Monthly analysis and reporting of budget variances.
- Preparation of month end journal entries and review all Payables to ensure all bills are properly costed to the appropriate jobs.
- Set up new division in QuickBooks, entered inventory items and customized reports such as the Profit and Loss and Sales Report to reflect just the new division.
- Balancing of all balance sheet accounts and analyzing ratios such as the Debt to Worth ratio, Quick ratio and Current ratio.
- Process employee payroll and file Workers Comp reports.
- Maintain and update all quoting systems.

Unique Air, Inc. (Contract ended)
Corporate Controller

2006-2008
Bradenton, FL

- Overall responsibility for the management of the corporate payroll, accounts payable, property and general ledger accounting.
- Preparation of departmental and consolidated financial statements utilizing FRx report writer.
- Responsible for maintaining cost accounting activities and the preparation of financial and other control reports.

- Was part of the implementation team that was responsible for migration to a new ERP Accounting System.
- External reporting, including coordination with tax accountants, lenders and financial consultants.
- Preparation of State and Federal tax and report fillings such as Sales and Use tax returns and Worker's Compensation reports.
- Managed a staff with responsibility for all aspects of the company's daily accounting operations.
- Preparation of month end journal entries and review all Payables to ensure all bills are properly costed to the appropriate division.

RELATIVE EXPERIENCE

Central Florida Restaurants, LLC
Corporate Controller

Sarasota, FL

Easter Seals of SW Florida
Director of Finance

Sarasota, FL

EDUCATION / LICENSES / CERTIFICATIONS

Franklin University, Columbus, Ohio
B.A. in Forensic Accounting 2011

Berkeley College, New York, NY
A.A.S., Business Administration and Accounting 1990

Completed the Following Certificate Courses

Dale Carnegie

- **Performance Reviews that Motivate**
- **Meetings that Work**
- **Secrets to Leading with Assertiveness**

SOFTWARE

- | | |
|--------------------------------|--|
| ○ QuickBooks Enterprise | ○ Microsoft Dynamic AX – ERP System |
| ○ QuickBooks Online | ○ NetSuite |
| ○ Sage Spire | ○ Sage Peachtree |
| ○ MIP – Non Profit | ○ Microsoft Excel |
| ○ Microsoft Word | ○ Bill.com |
| ○ Microsoft Teams | |
| ○ Microsoft Outlook | |

CAROLYN GARVEY

(H) 786-991-3050 | goodenj@hotmail.com

Professional Summary

Effortlessly handle high-volume accounting tasks to support operation. Experienced in full cycle accounts payables, billing, and processing customer payments, updating spreadsheets and auditing accounts to identify and correct errors. Highly organized, efficient, and responsible team player with advanced financial knowledge.

Skills

- Excellent customer services skills
- Data entry
- Effective management skills
- Advance QuickBooks skills
- Reconciling accounts
- Organization skills
- Bookkeeping skill
- Dispatching Skills

Experience

Bookkeeper/ Dispatcher 07/2020 to Present

FYAH DWAG TRANSPORTION Inc

- Bank and credit card reconciliation
- Categorize expenses in QuickBooks online.
- Accounts payables & receivables
- Payroll
- Dispatching 5-8 trucks daily
- Implement and manage safety operations.
- Prepare for DOT Audit, and yearly registration of DOT vehicles.
- Customer Service

Accounts Payables representative 04/2019 to 07/2020

Liberation Business Development, LLC – Stuart, FL

- Enter and Track Customer sales orders into QuickBooks
- Create invoices and mailed to customers.
- record transactions, prepare statements, and post customer payments.
- maintains accounts receivable files and records by periodically updating the accounting system
- Check all internet sales daily and record and bill all new sales in QuickBooks.

- perform billing functions in two computerize software to meet customer requirements
- Create BOL and coordinate logistic processes
- Supervise warehouse employees
- Create, Receive and Bill vendor POs in QuickBooks
- Reconcile Customer accounts
- Reconcile bank statements

Bookkeeper/Dispatcher 12/2017 to 02/2019

Total Appliance and Air Conditioning Repairs, Inc. – Hallandale Beach, FL

Create Purchase orders in QuickBooks

- Receive purchase order in QuickBooks
- Match, batch, post and pay vendor invoices in QuickBooks
- Maintain vendor accounts in QuickBooks
- Compile reports required by management
- Maintain vendor files and appropriate documents
- Reconcile vendor statements and general ledger accounts
- Reconcile bank accounts and credit cards statement
- Full Cycle accounts payables
- Accounts receivables

Accounting Clerk 02/2017 to 12/2017

Metric Marine – Davie, FL

- Entering Invoices in QuickBooks
- Prepare batches for payment approval
- Accounts payables & Receivables
- Bank reconciliation
- Credit card reconciliation

Account Boarding Representative 01/2012 to 01/2014

First Data Merchant Services

- Balance Daily Tip Balances for BOA merchants.
- Generate Reports for BOA Merchants.
- Review and sign off factsheet for BANA merchants.
- Accounts payable & receivables.
- Prep, Scan and Index all contracts for BANA Merchants.
- Import and index documents for BANA Merchants.
- Data Entry.

Accounting Clerk 01/2007 to 06/2010

Super Value Supermarket

- Investigate questionable data.
- Prepare payments through checks or bank transfers.
- Enter Invoices and POs into QuickBooks.
- Maintain petty cash book and authorize payments.
- Submit monthly reports.
- Posting monthly journal entries.
- Preparing bank account reconciliations.
- Accounts payables and Receivables.
- Payroll.

Collections Supervisor 01/2005 to 01/2007

Courts Jamaica Limited

- Contact Customer to collect debt and negotiate payment portions.
- Assist walk-in customers to settle delinquent accounts.
- Supervise collection agents.
- Allocate customer's accounts to collection agents and follow up on these accounts.
- Customer service.

Accounting Associate 01/2000 to 01/2005

Purity Food Court

- Enter Invoices and bills into QuickBooks.
- Maintain petty cash book and authorize payments.
- Submit monthly reports.
- Posting monthly journal entries.
- Develop and maintain an inventory tracking system.
- Develop and implement inventory control procedures.
- Payroll.

Education

JAMAICA CORRESPONDENT SCHOOL

CERTIFICATE IN ENGLISH LANGUAGE AND PRINCIPLES OF BUSINESS |

INFO SERVE INSTITUTE OF TECHNOLOGY AND ACCOUNTING

CERTIFICATE IN ACCOUNTING PRINCIPLES

COMPUTER SAGE SKILLS TRAINING CENTER

CERTIFICATE IN COMPUTER SKILLS



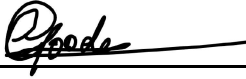
OPA-LOCKA CRA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

- 1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:**
 - A.** Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
 - B.** Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - C.** Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.
- 2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.**
 - A.** "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.
 - B.** The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - C.** A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. The failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.
 - D.** Nothing contained in the foregoing shall be construed to require establishment of a system of records to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Carolyn Garvey

Type text here

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. C & N Venture Group LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 560 SW Buswell Avenue	Requester's name and address (optional)
	6 City, state, and ZIP code Port St Lucie FL 34983	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

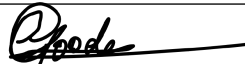
Social security number									
			-			-			
or									
Employer identification number									
9	2	-	3	1	3	6	4	5	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
Signature of U.S. person ► 

Date ► 4/6/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Proposal for Bookkeeping & Accounting Services

Opa-locka Community Redevelopment Agency

June 30, 2023 | RFP 23-0615200

Christian Fuellgraf

Partner, Cherry Bekaert Advisory LLC

P 703.506.4440

E christian.fuellgraf@cbh.com

Dixie McCurley

Partner, Cherry Bekaert Advisory LLC

P 404.209.0954

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Tab 2 - Letter of Transmittal

June 30, 2023

Opa-locka Community Redevelopment Agency
ATTN: Office of the OCRA Clerk
780 Fisherman St, 4th Floor
Opa-locka, Florida 33054

Dear Office of the OCRA Clerk:

Thank you for the opportunity to present our qualifications to Opa-locka Community Redevelopment Agency (“ORCA”). With extensive knowledge of the methods and techniques applicable to government accounting, **the public sector comprises one of the largest portions of our attest client base. We provide innovative, effective government auditing and advisory services to 150+ local governments, public authorities/boards, school districts, and state and local agencies, ranging in size from \$2 million to \$9 billion.** From this work with numerous entities similar to OCRA, we bring a strong understanding of the accounting challenges you face, as well as the compliance and transactional requirements present within your operations. Simply put, our professionals have the ability to provide a variety of services seamlessly from one firm, and we hope you will find Cherry Bekaert (the “Firm”) is the best choice to guide you through the challenging and exciting periods ahead.

The experience gained through service (e.g., financial audits, control assessments, performance audits, risk assessments) to such a wide breadth and depth of public sector organizations provides us with invaluable insight into the issues and stresses impacting you. Our professionals have held key positions for the Office of Management & Budget (OMB), the American Institute of Certified Public Accountants (AICPA), and state and local committees. As your service provider, we will work closely with management and maintain open lines of communication throughout the year. We will keep OCRA front and center not only in the way we deliver services, but also in how we bring best practices and proactive solutions to you; we believe our involvement in and familiarity with your industry gives us greater insight to help enhance your financial and operational model. The Firm’s Client Accounting Services (CAS) group is dedicated to the specific needs of companies such as OCRA, offering targeted services to assist with your accounting advisory, bookkeeping, digital transformation, compliance, and regulatory needs.

Our CAS practice is comprised of multidisciplinary professionals convened from across the Firm to offer you knowledge-based solutions, providing OCRA the advantage of specialized services delivered by a core team focused on your specific needs. In addition, we offer a depth of technical resources who focus on the public sector and can help keep your reporting stand up to future audits. We are committed to being a trusted advisor and your “go to” for questions and concerns as they arise.

RFP Information

3.2.3.2 Briefly state the Proposers understanding of the work to be done and make a positive commitment to perform the work.

Cherry Bekaert understands this engagement includes employing a firm to provide bookkeeping services. The objectives are to obtain the best financial services while minimizing the cost to OCRA for the following duties:

- ▶ Bookkeeping
- ▶ Financial Reporting
- ▶ Policies and Procedures
- ▶ Tax Reporting
- ▶ Budgeting

We are committed to performing the work within your desired timeframe.

3.2.3.3 Give the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.

As partners of the firm, Christian Fuellgraf and Dixie McCurley are authorized to make representations on behalf of Cherry Bekaert.

Partner Christian Fuellgraf 1850 Towers Crescent Plaza, Ste 200 Tysons, VA 22182 703.506.4440	Partner Dixie McCurley 1075 Peachtree St Ne, Ste 2200 Atlanta, GA 30309 404.209.0954
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3.2.3.4 Provide an official signature of a Corporate Officer certifying the contents of the Proposer's responses to the OCRA's Request for Proposal.

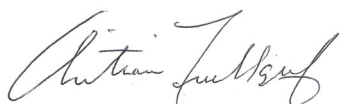
As partners of the firm, Christian Fuellgraf and Dixie McCurley are authorized to certify the content of this proposal.

Conclusion

Our Firm's vision is to make a difference for our people and our clients. This begins with building strong relationships between our professionals and our clients based on trust, mutual respect, uncompromising integrity and a shared passion for excellence in all that we do. We offer deep industry expertise paired our Client Promise to build a mutually beneficial relationship with OCRA. Thank you again for the opportunity to present our professional qualifications. If you have any questions, please contact us any time. It would be our privilege to serve you, and we look forward to speaking with you soon.

Best regards,

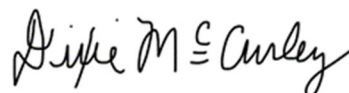
Cherry Bekaert



Christian Fuellgraf

Partner, Cherry Bekaert Advisory LLC

Government & Public Sector Industry Leader



Dixie McCurley

Partner, Cherry Bekaert Advisory LLC

Client Accounting Services Leader

Please Note: "Cherry Bekaert" is the brand name under which Cherry Bekaert LLP and Cherry Bekaert Advisory LLC, independently owned entities, provide professional services in an alternative practice structure in accordance with applicable professional standards. Cherry Bekaert LLP is a licensed CPA firm that provides attest services, and Cherry Bekaert Advisory LLC and its subsidiary entities provide business advisory and non-attest services. For more details, visit cbh.com/disclosure.

Tab 3 - General Information

3.2.4.1 Name of Business

Cherry Bekaert Advisory LLC

3.2.4.2 Mailing Address and Phone Number

2525 Ponce de Leon | Suite 1040

Coral Gables, FL 33134

P: 786.693.6300

3.2.4.3 Names and contact information of persons to be contacted for information or services if different from name of person in charge.

Christian Fuellgraf and Dixie McCurley will be OCRA's primary contacts.

Partner Christian Fuellgraf 1850 Towers Crescent Plaza, Ste 200 Tysons, VA 22182 703.506.4440 christian.fuellgraf@cbh.com	Partner Dixie McCurley 1075 Peachtree St Ne, Ste 2200 Atlanta, GA 30309 404.209.0954 dixie.mccurley@cbh.com
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3.2.4.4 Normal business hours

Cherry Bekaert operated from 8 am to 5 pm with respect to differing time zones across the country. Our personnel also are available on an as needed basis outside of standard working hours, as dictated by client needs.

3.2.4.5 State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.)

About Cherry Bekaert

Cherry Bekaert is a private company and a limited liability partnership. As a growth-oriented **CPA firm operating nationally**, and ranked among the largest assurance, tax and advisory firms in the U.S., Cherry Bekaert provides guidance and support that helps our clients move forward to reach their organizational goals. "Cherry Bekaert" is the brand name under which Cherry Bekaert LLP and Cherry Bekaert Advisory LLC, independently owned entities, provide professional services in an alternative practice structure in accordance with applicable professional standards. Cherry Bekaert LLP is a licensed CPA firm that provides attest services, and Cherry Bekaert Advisory LLC and its subsidiary entities provide business advisory and non-attest services spanning the areas of transaction advisory, risk and accounting advisory, digital solutions, cybersecurity and tax. We exercise a deliberate curiosity to know our clients' industries and work collaboratively to create shared success. For more details, visit cbh.com/disclosure.

For more than 75 years, global corporations, public/private businesses and the public sector have relied on Cherry Bekaert to guide them forward. While we serve a diverse client base, we focus on several core industries, including public sector entities. We seek to help clients ignite growth with integrated, forward-looking industry solutions that effectively deliver on our Client Promise, empowering our people and investing in efficient innovative processes to become the Firm of the Future.

Headquartered in Raleigh, North Carolina, Cherry Bekaert serves clients across industries in all 50 U.S. states and internationally. With more than 1,500 associates, we have the depth of experience and specialized talent to address any financial situation and offer the highest caliber of personal attention, responsiveness and accessibility that our clients expect and deserve.

We believe Cherry Bekaert is the superior option when compared to other national, regional, and local firms. **Clients choose us to be their professional services firm primarily because we provide the depth of knowledge, resources and experience of a national firm, but with a local firm's focus on service.** Our Client Accounting Services bench strength provides Cherry Bekaert the wealth of deployable resources needed to ensure your engagement is performed efficiently, accurately and on your schedule.

Our underlying service philosophy includes:

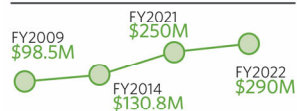
- ▶ Direct partner involvement
- ▶ Staff continuity
- ▶ Proactive communication and responsiveness
- ▶ Tailored, streamlined service plans

Our experienced professionals know how to apply the best practices of accounting and business to your company, and can offer guidance through all stages of a company's growth. Let us be **Your Guide Forward** by delivering:

- ▶ Outstanding service qualifications, amplified by our commitment to prioritize your business and provide practical and timely support
- ▶ High levels of partner and manager involvement, attentiveness to your needs, continuity of service professionals and expertise on a year round basis
- ▶ A streamlined and cost-effective service approach.

1500+

Employees Firmwide



\$290M+

Annual Revenue

140+

Partners

Serving Clients
Across the U.S. and Internationally

75+

Years in Business

Ranked a top U.S. Accounting Firm
by Accounting Today and Inside
Public Accounting

Member of Allinial Global,
the 2nd largest accounting and
consulting association in the world,
represented by over 256 fellow firms in
99 countries with a combined
revenue of \$4.5312 Billion

AMERICA'S BEST
ACCOUNTING
FIRMS
Forbes
2023
POWERED BY STATISTA

AMERICA'S
BEST
TAX FIRMS
Forbes
2023
POWERED BY STATISTA

Vault Top Ranked Awards

Most Prestigious Accounting Firms: Accounting professionals across the nation rank the prestige of the firms they compete against.

Vault Accounting 25: The VAULT ACCOUNTING 25 is compiled using a weighted formula that reflects the issues accounting professionals care most about, combining quality of life rankings (such as culture, satisfaction, work/life balance, and compensation) with overall prestige.

Best Accounting Firms in Each Practice Area: Accountants across the nation rate the top firms in their practice areas.

3.2.4.6 Give the date business was organized and/or incorporated, and where

Cherry Bekaert has been in business for more than 75 years, formed in 1947 in Wilmington, North Carolina, led by Harry Cherry. Charles Bekaert and William Holland joined the Firm in 1952 and 1953 respectively.

3.2.4.7 Give the location of the office from which the work is to be done and the number of professional staff employees at that office

Our Firm-wide Client Accounting Services team has approximately 30 professionals experienced and trained to understand the many facets of accounting advisory services. These individuals are spread across many of our offices; therefore, we have not provided a breakdown specific to a primary office. As needed, we will draw upon the resources of this group to best serve OCRA. By design, our local and firm-wide teams work in partnership to deliver all services.

3.2.4.8 Indicate whether the business is a parent or subsidiary in a group of firms/agencies. If it is, please state the name of the parent company

“Cherry Bekaert” is the brand name under which Cherry Bekaert LLP and Cherry Bekaert Advisory LLC, independently owned entities, provide professional services in an alternative practice structure in accordance with applicable professional standards. Cherry Bekaert LLP is a licensed CPA firm that provides attest services, and Cherry Bekaert Advisory LLC and its subsidiary entities provide tax and advisory services.

3.2.4.9 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity

Cherry Bekaert is currently licensed under Section 473.3101, Florida Statutes. The Florida license number issued by the Florida Department of Business & Professional Regulation is AD0010078.

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Department of Business
& Professional Regulation

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[AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE DETAILS

2:10:04 PM 1/3/2022

Licensee Information

Name:	CHERRY BEKAERT LLP (Primary Name)
Main Address:	200 SOUTH TENTH STREET SUITE 900 RICHMOND Virginia 23219
License Location:	800 N MAGNOLIA AVE SUITE 1300 ORLANDO FL 32803
County:	ORANGE

License Information

License Type:	FIRM
Rank:	CPA Firms
License Number:	AD0010078
Status:	Current
Licensure Date:	05/02/1978
Expires:	12/31/2023

Special Qualifications

Qualification Effective

Partnership

Alternate Names

[View Related License Information](#)

[View License Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: Customer Contact Center :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our Chapter 455 page to determine if you are affected by this change.

Tab 4 – Project Approach

Describe in detail your proposal to fulfill the requirements of the scope of services listed in section 2.2 of this RFP

Please see below for our Service Level Agreement Options.

Process	Basic		Advanced		Premium	
Virtual CFO: Level 3						
Training, Review, and Financial Performance						
CFO Meeting to review and discuss the following -						
Monthly actuals to budget or quarterly updated budget	Quarterly	CB	Monthly	CB	Monthly	CB
Comparison of operating costs with revenue generation (which services are most profitable) and discussion of impact of spend and related trending	Quarterly	CB	Monthly	CB	Monthly	CB
Identify possible areas of concern/alerting based on financial performance	Quarterly	CB	Monthly	CB	Monthly	CB
Budgeting						
Creation of initial annual budget	Annually	CB	Annually	CB	Annually	CB
3 quarterly updates to the budget	Quarterly	Client	Monthly	Client	Monthly	CB
Upload of budget updates to accounting system	Annually	CB	Quarterly	CB	Monthly	CB
Modification of existing reports to adjust to using updated quarterly budgets	Quarterly	Client	Monthly	Client	Monthly	CB
Weekly CFO Meeting (up to 1 hr per week, on weeks when the monthly meeting is not scheduled)						
Funding projections for payroll					Weekly	CB
Discuss two specific financial areas					Weekly	CB
Other CFO specific topics (not related to capital raises) as needed					Weekly	CB
Assumption: weekly meetings are scheduled at least one week in advance					Weekly	CB
Other CFO Consulting Services:						
Creation of weekly cash flow forecasts					As requested, via change order	
Services related to capital raises						
Outsourced Controllershship: Level 2						
Financial Performance						
Controller level review (reconciliations, adjustments)	Monthly	CB	Monthly	CB	Monthly	CB
Controller level approval of all journal entries					Daily	CB
Controller level review (flux analysis, industry specific)	Quarterly	CB	Monthly	CB	Weekly	CB
Financial Performance Review - dept or project specific performance			Monthly	CB	Weekly	CB
Cash Management:						
Cash position statement			Weekly	CB	Daily	CB
Board and Committee Reporting						
Preparation of Board Reporting (if outside of normal Management Reporting noted below)	Annually	CB	Quarterly	CB	Monthly	CB
Process	Basic		Advanced		Premium	
Transactional Accounting: Level 1						
Accounting Platform and any agreed on additional applications (identified separately),						
General Accounting Activities:						
Accounting activity tracked by account number	Ongoing	CB	Ongoing	CB	Ongoing	CB
Accounting activity tracked by class and location (department)			Ongoing	CB	Ongoing	CB
Accounting activity tracked by projects					Ongoing	CB
Download/Data Entry and Coding of Credit and Debit Card transactions (up to 100 transactions per entity per month)	Monthly	CB	Weekly	CB	Daily	CB
Download/Data Entry and Coding of "other" banking and transaction activity (up to 2 bank accounts per entity)	Monthly	CB	Weekly	CB	Daily	CB
Processing corporate credit card transactions using a fully connected Expense Reporting app (eg. Expensify, Divvy, or Tallie – subscription required)	Monthly	CB	Weekly	CB	Daily	CB
Non-Cash Account Reconciliations (i.e. Prepaids, Accruals, Fixed Assets, etc. Up to 5 accounts)	Annually	CB	Quarterly	CB	Monthly	CB
Posting of simple monthly journal entries (up to 5 journal entries per month)	Monthly	CB	Monthly	CB	Monthly	CB
Import of payroll journal entries from payroll provider (up to 2 journal entries per period)	Per Payroll	CB	Per Payroll	CB	Per Payroll	CB
Tracking of depreciation and depreciation schedules	Annually	CB	Quarterly	CB	Monthly	CB
Tracking of loan payables	Annually	CB	Quarterly	CB	Monthly	CB
Year-end accounting adjustments and closing of books	Annually	CB	Annually	CB	Annually	CB

Cash Management and Treasury Activities:						
Preparation of bank reconciliations - checking, saving, investment (up to 2 bank accounts)	Monthly	CB	Weekly	CB	Daily	CB
Preparation of credit card reconciliations (up to 2 credit cards)	Monthly	CB	Weekly	CB	Daily	CB
Approve and post deposits	Monthly	CB	Weekly	CB	Daily	CB
Post wire and ACH activity	Monthly	CB	Weekly	CB	Daily	CB
Intercompany transfers and payment			Weekly	CB	Daily	CB
Accounts Receivable and Cash Application:						
Client invoice preparation (up to 25 invoices per month)	To be assessed separately, if needed					
Depositing client payments	Physical deposits of cash to be handled by the client					
Record invoices to the accounting system	Monthly	CB	Weekly	CB	Daily	CB
Record client payments received and deposits (up to 100 payments per month)	Monthly	CB	Weekly	CB	Daily	CB
Accounts Payable and Bill Payment:						
Accounts payable bill processing (up to 25 invoices)	Bi-Weekly	CB	Weekly	CB	Daily	CB
Accounts payable bill payment (up to 25 invoices)	Bi-Weekly	CB	Weekly	CB	Daily	CB
Setup of recurring payables					Monthly	CB
Proactive monitoring for potential missing AP bills from routine vendors					Weekly	CB
CB manages invoice exceptions and approval queues for timely processing	Bi-Weekly	CB	Weekly	CB	Daily	CB
Assistance with vendor communications relating to obtaining W-9s (CB will provide assistance in this area but we do not assume responsibility for the completeness/accuracy of the W-9 information we receive)					Monthly	CB
Recording loan payments and interest	Monthly	CB	Monthly	CB	Monthly	CB
Recording of the deferred loan costs (schedule maintenance)			Monthly	CB	Monthly	CB
Process	Basic		Advanced		Premium	
Management Reporting:						
Preparation of Monthly Internal Management Reports (Balance Sheet, Profit & Loss Statement, AP Aging, AR Aging)	Monthly	CB	Monthly	CB	Monthly	CB
Preparation of Budget to Actual Reporting (Balance Sheet, Profit & Loss)	Monthly	CB	Monthly	CB	Monthly	CB
Dashboard including Balance Sheet, Income Statement – Current Month and Year to Date, AP Aging, Statement of Cash Flows (Indirect Method)			Monthly	CB	Monthly	CB
Budget and Forecasting:						
Import of Client-provided annual or monthly budget	Annually	CB	Quarterly	CB	Monthly	CB
Communication:						
Regular accounting team call	Monthly	Both	Weekly	Both	Weekly	Both
Monthly account management and financial review call	Monthly	Both	Monthly	Both	Monthly	Both
Tax Activities:						
Collaboration with tax team	Annually	CB	Quarterly	CB	Monthly	CB
Assistance with preparation of annual Form 1096 and 1099s (billed separately)	Annually	CB	Annually	CB	Annually	CB
Sales Tax Calculation and Filing	n/a		n/a		n/a	

Out of Scope Activities	
Audit Assistance	See Rate Card
GAAP reporting	See Rate Card
Financial Statement Disclosures	See Rate Card
Board Meeting Attendance/Presentation	See Rate Card
CFO Consulting/Budget Help	See Rate Card

Tab 5 – Experience and Proposal

3.2.6.1 State if the business is licensed, permitted and/or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity

As mentioned, Cherry Bekaert is currently licensed under Section 473.3101, Florida Statutes. The Florida license number issued by the Florida Department of Business & Professional Regulation is AD0010078. Please see our response in Tab 3 - General Information for a copy of our firm license.

3.2.6.2 Description of services and approach to bookkeeping/accounting services, particularly accounting for government and restricted funding.

Digital Technologies to Support Your Business

We use the right technology stack to provide your business with seamless bookkeeping and full visibility month after month. Our centralized tool consists of dashboards, project management, task management, workflows, document storage, communication, and - of course - accurate numbers through our automated bookkeeping solution. We can pull data from both your financial and non-financial sources, supplying you with a dashboard full of reports and analytics customized to help inform good business decisions.

- ▶ Automated Transaction Manager: Artificial intelligence learns your books over time and automatically categorizes your transactions as they come in.
- ▶ Smart Connect: You can allow us to directly connect to your financial institutions so we can seamlessly, safely and securely pull statements.
- ▶ Interactive Dashboard: Overlaying financial/non-financial datasets, trending analytics, data visualization, KPI tracking allows us to provide a customized view of your books, tailored to your needs.
- ▶ Password & Document Manager: Securely store and easily access your passwords and financial documents from any device 24/7.

Better Bookkeeping

Cherry Bekaert takes care of your business bookkeeping from beginning to end and provides better, faster, and more accurate financials, so you can have real-time insights into your business.

- ▶ Accounts Receivable: We'll track and report on the bills or invoices due to your business.
- ▶ Credit Reconciliation: We'll ensure each transaction on your credit card statement matches a transaction in your internal systems.
- ▶ Fixed Assets Accounting: We manage accounting for long-term tangible property that you own/use in operations to generate income.
- ▶ Customer Chart of Accounts: We'll collate your data into reports and financials custom to your business.
- ▶ Bill Pay: Organizing and processing bills has never been easier.
- ▶ Vendor Management: We can handle W-9 requests from new vendors requesting payment.
- ▶ 1099 Processing: 1099 filing, compliance, controls, payroll, timesheet processing, & sales tax, we can do it all.
- ▶ Customer Invoicing: We'll bill your clients for any of your goods or services by sending them an invoice.
- ▶ Financial Reporting: Get the reports you need at the frequency you choose.
- ▶ Revenue Recognition: We'll recognize and record revenue when it is realized or when it is earned.

Client Accounting Services (CAS) & Tax Team Collaboration

In an effort to minimize the burden on your management, Cherry Bekaert's CAS and tax teams will communicate regularly and work together to provide you with coordinated and cohesive client service. We focus on collaboration between teams to ensure service delivery is seamless, communication is clear and concise, and knowledge is shared. During annual Firm trainings, all industry-specific CAS and tax professionals train together. This approach has been invaluable in creating a "one-team approach" to our client service model, so that different team members do not make duplicate requests for the same information.

Government Experience

Government and public sector organizations are in an environment of accelerated change and greater expectations from the constituents they serve. From fluctuating budgets, new program demands, increasingly complex compliance restrictions, political priorities, potential near-term economic changes, and the need from constituents for greater access to services, we understand the distinct challenges state and local governments face. We also recognize economic impacts of any kind affect state and local government first.

At Cherry Bekaert, we focus on the areas of highest need and those that enable and improve the efficiency and effectiveness of the business of digital government. As one of the largest providers of audit and accounting services to the state and local market, we have unique insight into the operations and business of governments. And in the current environment, it is critical to have the right government accountant providing the proper technical guidance, reducing the demands on government staff and allowing entities to focus on their constituents.

As mentioned, **we provide innovative, effective government auditing and advisory services to 150+ local governments, public authorities/boards, school districts, and state and local agencies, ranging in size from \$2 million to \$9 billion.** Cherry Bekaert stands ready to assist our state and local government clients to achieve their organizational goals and manage effectively, efficiently and responsively. Many Cherry Bekaert team members have worked in government, helping us to better understand what you are trying to achieve and the obstacles and opportunities that may exist within your organization. You will find working with our team that we have a clear sense of your priorities, goals and objectives.

Our personnel attend and teach at conferences hosted by the Government Finance Officer Association (GFOA), the Association for School Business Officials (ASBO), the Association of Government Accountants (AGA), the American Association of Airport Executives (AAAE) and the Airports Council International (ACI).

We understand that today's government managers face distinct challenges from all directions. As such, we focus on areas of need specific to the public sector to help our clients manage effectively, efficiently and responsively. We have gained market share by recruiting and developing an outstanding professional team throughout our entire footprint, and by establishing a cohesive leadership team that works as a collective brain trust for the sector. Our professionals stay informed about market conditions and industry trends that may affect state and local governments. Through this commitment and dedication, we have a significant concentration of expertise which, together with our Firm's size, has provided us a niche and unsurpassed reputation in this industry.

Thought Leadership

The field of governmental accounting and financial management is dynamic for both you and your external auditors. Pronouncements from the following bodies all have significant impact on this sector:

- ▶ GASB (altering internal accounting and external reporting)
- ▶ AICPA (modifying audit standards and procedures)
- ▶ OMB (creating new compliance demands associated with the expenditure of Federal funds)



150+
Government Clients



200+
Employees
Dedicated to Serving our
Government Clients

120,000+
Hours Annually
of Audit Services to Our
Government Clients

Billions of Dollars
of Federal Grants Audited Annually



30+
Local Non-
Profits Served

We consider the training of our professionals to be extremely important to best meet the evolving needs of our profession and provide the highest quality of service to our clients. Furthermore, we are dedicated to the continuing education of our clients and the greater Public Sector community. We offer webinars (<http://www.cbh.com/events/>) and seminars throughout the year, including the local chapters of the GFOA. It is this commitment to education and leadership of the public sector that has set us apart from other firms. Our professionals teach for the AICPA, GFOA and various other state and local government organizations. CPE topics we have provided to our clients and organizations in the past include:

- ▶ GASB and/or Uniform Guidance Update
- ▶ Evolution of Internal Control
- ▶ Behavioral Ethics
- ▶ Professional Skepticism
- ▶ Risk Assessment topics
- ▶ Current Information Technology hot topics
- ▶ What's Your Fraud I.Q.?

Additionally, Cherry Bekaert's Government Services Blog (<http://www.cbh.com/industries/government/>) helps keep our governmental clients up to date on vital business and financial information. And our **annual Government Benchmarking survey** aggregates responses from over 150 government financial and operational leaders to capture and identify significant trends relevant to governments. Based on responses from local government participants, we can share valuable feedback that allows governmental organizations to compare their own performance, accomplishments and challenges with similar entities across the United States. This year's report highlights trends in how entities are handling a variety of issues and provides recommendations on changes that need to be made to better prepare for the future. Such topics we address, in addition to those previously mentioned, include COVID-19, financial reporting and risk assessments. Highlights and the complete report are available at cbh.com/localgovsurvey.

Continuing Professional Education

We consider the training of our professionals to be extremely important to best meet the evolving needs of our profession and provide the highest quality of service to our clients. We believe that to consistently offer our clients the most current information, continuing education of our personnel is a mission-critical objective. It is the policy of Cherry Bekaert that all professional personnel:

- ▶ Comply with the continuing professional education requirements of the AICPA, the U.S. Securities and Exchange Commission Practice Section (SECPS) of the AICPA Division for Firms, the appropriate state boards of accountancy, the U.S. Government Accountability Office, Yellow Book requirements and other regulatory agencies as applicable
- ▶ Maintain an adequate awareness and understanding of current developments in technical literature
- ▶ Assist in the training and development of staff members under their supervision

We require that all client service professionals complete at least 20 hours of qualifying Continuing Professional Education (CPE) every year and at least 120 hours every three (3) years. In addition, all client service professionals who serve governmental entities are required to complete 80 hours of CPE every two (2) years with at least 24 hours in subjects that directly relate to government auditing and/or the government environment. CPE is obtained through various sources, including AICPA, national and state Government Finance Officers Association (GFOA) conferences, state society of Certified Public Accountant (CPA) industry conferences and webinars, other industry conferences and internally provided seminars and webinars.

3.2.6.3 Specify the number of years the Proposer has been in business. A minimum of five (5) years in business is required.

Cherry Bekaert has been in business for more than 75 years.

3.2.6.4 Identify the Proposer's proposal to perform the services identified in this RFP as listed in section 2-2 Scope of Services

Please see Tab 4 - Project Approach for Service Level Agreement Options.

3.2.6.5 Include resumes, not exceeding one page each, of all key personnel who will be assigned to the OCRA.

Team Qualifications

The Cherry Bekaert team responsible for OCRA's account brings specialized knowledge in the unique accounting, auditing and compliance issues you face. We commit to provide timely and helpful responses to time sensitive questions; your engagement team is available to you year-round.

We have the considerable resources and expertise necessary to meet your service level and time requirements. We ensure frequent and direct access to the partners, directors and managers who maintain responsibility for the engagement. In addition, the depth of our talent pool has allowed us to dedicate professionals to specific specialty industries. Each engagement team is handpicked for alignment with the special needs and considerations of clients like OCRA. We employ a high ratio of partners and senior managers to staff. This allows the Firm to staff and supervise engagements with a higher level of experienced staff than most firms.

Commitment to Team Stability

We believe knowledge, efficiency and effectiveness are optimized over time in a client relationship. Therefore, we strive to maintain continuity in partners and key professionals from year to year. In the mentoring and developing our staff, we normally experience a progression of staff responsibility during the years of service on the engagement allowing their knowledge of the client to increase the efficiency of our team. For many of our tenured clients, we have professionals that began as staff accountants and progressed to serve as managers, senior managers and partners on that engagement. We will periodically introduce new staff to our clients as bringing fresh talent and insight to the engagement team provides new ideas, while maintaining team continuity, which creates efficiency and reduces the learning curve for new team members.

However, if we lose a key person, we will replace that person from the top rather than from the bottom. For example, if the senior needs to be replaced, the manager will step in to perform their role until a replacement has been assigned and has been brought up to speed on OCRA's engagement. We will keep you informed of all personnel changes and, consistent with auditing principles generally accepted in the U.S., seek your agreement before any changes are made to key personnel.

Primary Team Members



Dixie McCurley

Partner, Cherry Bekaert Advisory LLC

Digital Advisory

Client Accounting Services Leader

A Partner in the Digital Advisory Practice of Cherry Bekaert, Dixie is responsible for leading the Firm's Client Accounting Services (CAS) practice. Based in Atlanta, Dixie oversees outsourced accounting for small to medium-sized businesses utilizing new methods that capitalize upon the latest technologies available. Her specialties include outsourced accounting services, restructuring, system, policy and procedure implementations, tax planning and strategy, business process analysis and implementation and bookkeeping services.

Dixie helps empower controllers and CFOs by leveraging their data, streamlining reports and identifying efficiencies to drive business performance. She is a frequent speaker and thought-leader on various outsourced accounting, system strategy and implementation-related topics, including the 2016 DCPA keynote session panel. She is also the Founding Instructor for the 2018 CAS Certificate – Client Assessments Session, a preferred provider of Practice Development Training for the AICPA Trusted Business Advisor Solutions, and is both Intacct and Bill.com certified. Prior to joining Cherry Bekaert, Dixie was the President & Co-Founder of Trusted CFO Solutions, providing data-driven solutions for business owners to efficiently manage the accounting and financial operations of their business.

Education

B.S. Accounting, Auburn University

Areas of Expertise

- ▶ Accounting Department Restructuring
- ▶ Accounting System Implementation
- ▶ Accounting Policy and Procedure Implementations
- ▶ Business Process Analysis & Implementation
- ▶ Bookkeeping
- ▶ Outsourced Accounting Services
- ▶ Tax Planning and Strategy

Professional Involvement

- ▶ Digital CPA Advisory Board
- ▶ Founding Member, CAS 2.0 Advisory Council
- ▶ Sage Intacct Accountant's Program Advisory Council
- ▶ Bill.com Accountant Firm Advisory Council
- ▶ AICPA FinTech Advisory Council
- ▶ Full Course Advisory Board

**Mareena Register Smith, CPA****Senior Manager, Cherry Bekaert Advisory LLC****Client Accounting Services**

Mareena has more than eight years of experience in public accounting with significant experience in the real estate and construction and private equity industries. She supports clients through the transformation of their accounting function with digital capabilities, standardization, and automation. Mareena has experience in creating and instituting streamlined processes to improve the profitability for organizations.

Prior to joining the Client Accounting Services team, she was a Manager in the Assurance Practice and primarily served clients in the real estate and construction industry.

Education

B.S. in Accounting, Bob Jones University

Areas of Expertise

- ▶ Bookkeeping
- ▶ Business Process Analysis & Implementation
- ▶ Outsources Accounting Services
- ▶ Private Equity, Fund Accounting
- ▶ Real Estate and Construction

Professional Involvement

- ▶ American Institute of Certified Public Accountants ("AICPA")
- ▶ South Carolina Association of Certified Public Accountants ("SCACPA")
- ▶ President, Commercial Real Estate Women (Upstate Chapter)

Additional Resources



Christian Fuellgraf

Partner, Cherry Bekaert Advisory LLC

Advisory Services

Government & Public Sector Industry Leader

Christian has 10 years of state government experience and more than 22 years of public sector consulting experience. As a consultant, he provided organizational improvement and planning, grant management, financial management, project oversight and independent verification and validation (IV&V) services. He also provided technical leadership and budgeting expertise to senior C-suite clients of large and small government organizations, non-profits and NGOs.

Christian's consulting roles have been dedicated to serving the senior executive leadership of complex public sector organizations in the United States, Canada and across the globe. Christian has helped numerous State & Local government clients with process improvement, operational and capital budget process and modernized budget systems, as well as ERP systems. He served in senior roles with PWC, IBM, SAP, Gartner Consulting and Grant Thornton. He has significant experience supporting risk and grant management projects, most recently serving as a co-lead for grants management at a Big 5 firm, including CARES Act and ARPA projects. In this role, he had direct client delivery responsibility for multiple clients as well as oversight and quality assurance duties for all related projects in the state and local government market.

Prior to consulting, Christian held several staff and senior staff positions, including deputy chief of staff, in the Office of the Governor of Ohio. He also served as the President of the State of Ohio Controlling Board, Deputy Director and Acting Director of the Ohio Office of Budget and Management (OBM).

Education

B.A., Economics and Political Science – Capital University, Columbus, Ohio

Areas of Expertise

- ▶ Business Process Engineering
- ▶ Digital Transformation
- ▶ Enterprise Resource Planning (ERP)
- ▶ Grants Management & Grants Management Systems
- ▶ IT Strategy
- ▶ Public Sector Budgeting & Budget Systems
- ▶ State & Local Government



Danny Martinez, CPA, CGFM

Director, Cherry Bekaert Advisory LLC

Government & Public Sector Accounting Advisory Lead

Advisory Services

Danny is a licensed CPA and provides advisory, audit and training services to a wide range of governmental entities including municipalities and their component units, counties, school districts, tribal governments, airports, ports and hospitals. He has provided technical accounting assistance, including lease and other standards implementation, to some of the largest cities and counties in the country.

He has led or assisted in over 20 GASB 87 implementation projects for a variety of general and special-purpose governments, ranging from 15 to nearly 1,000 potential leases. He has served as a technical lead on federal award grants management engagements and has both performed Single Audits under Uniform Guidance and helped entities build internal controls over compliance in accordance with Uniform Guidance. Services included technical training, template development, software evaluation and selection, completeness procedures, artificial intelligence lease reading, data analytics, policies and procedure updates, journal entry preparation and financial statement disclosure presentation.

Danny is the past Zone 3 (GASB) Chair of the American Institute of Certified Public Accountants (AICPA) Technical Issues Committee, a group that provides a voice for its constituents in the standard-setting process. In this role he was the project lead on the *GASB 87, Leases Implementation Guide (2019-3)*, *GASB 96, Subscription-Based IT Arrangements*, and the *Financial Reporting Model Reexamination* projects. This experience provides him with unique insight into the technical details of these standards and direct access to GASB staff to address any client concerns. He is a frequent presenter at national and state conferences on a variety of topics including GASB 87, GASB 96, financial statement internal controls, and grant control and compliance issues. He has also published numerous articles and webinars on these and other accounting and grant topics.

Education

B.S. in Accounting, University of Southern California

Areas of Expertise

- ▶ Government Contracting
- ▶ Government Services
- ▶ Not-For-Profits
- ▶ Accounting Advisory
- ▶ Internal Audit
- ▶ Risk Advisory
- ▶ GASB Technical Accounting Assistance
- ▶ Lease Implementation
- ▶ Grants Management
- ▶ Federal Award Compliance

Professional Involvement

- ▶ Past GASB Zone Chair, AICPA Technical Issues Committee
- ▶ Association of Governmental Accountants, Dallas and New Mexico Chapters

**Paul Folkers****Senior Manager, Cherry Bekaert Advisory LLC****Digital Advisory**

Paul brings 30 years of local government leadership and consulting experience. This includes 28 years as assistant administrator for two cities and two counties in the Washington, DC region and State of Florida ranging in population from 50,000 to 950,000 and budgets from \$31 million to \$4 billion. Paul served as Assistant Chief Administrative Officer of Montgomery County, Maryland with responsibilities supporting Technology Services, Health and Human Services, Environmental Protection, Intergovernmental Relations, Public Information, County Attorney and Community Use of Public Facilities. He also served on the Board of Directors of the District of Columbia Water and Sewer Authority as a member of the Finance and Budget Committee. More recently Paul served as Assistant City Manager with the City of Gainesville, Florida overseeing Public Works; Transit; Parks, Recreation & Cultural Affairs; Fire Rescue, Emergency Management and Communications. Paul worked closely with elected officials, City staff, the community and the University of Florida to build a stronger, more responsive organization better able to achieve community goals.

Paul's mission throughout his career has been to improve government services and community quality of life. Paul supports the modernization, growth and development of local government capabilities to most effectively and efficiently serve their residents. Paul's focus is on maximizing the return on existing and new IT investments while planning for the future in a realistic and achievable manner. He helps position organizations for growth and changes in technology while improving outcomes, services and customer satisfaction. This includes assisting local governments in becoming smarter in their use of data to drive better decisions and results, facilitating continuous improvement while helping to enable employee empowerment.

Education

BA in Political Science, Local & State Government Concentration, Ohio State University
MPA Urban Management Concentration, Indiana University

Areas of Expertise

- ▶ Strategic Planning
- ▶ Performance Management
- ▶ Organizational Transformation (creating modern, agile, and adaptable organizations)

Professional & Community Involvement

- ▶ International City/County Management Association (ICMA)
- ▶ Past President, Maryland City/County Management Association

Tab 6 – Schedule

3.2.7.1 Include a timetable that identifies the amount of time required to complete each component of the Program.

Planning and fieldwork timelines will be coordinated with OCRA to be as nonintrusive as possible. We recognize the engagement process is a distraction from your day-to-day operations, so we will work with management to set a more detailed timeline. Based upon preliminary information provided, a suggested timeline is shown below. We can be flexible with the timeline to best meet your needs.

Phase/Component	Completion Date
Onboarding/Implementation	8/31/2023
Recurring Services	7/31/2026

3.2.7.2 Indicate the earliest available start date for your project team.

Upon execution of the contract, we would begin the engagement process within the following 2-3 weeks, dependent on OCRA's schedule.

3.2.7.3 Indicate the project completion date based on the date provided in 3.2.7.1.

This engagement will be an ongoing project. Our onboarding process takes approximately 4-6 weeks, and the end date will be approximately 36 months from project execution.

Tab 7 – Pricing of Services

Provide all fees and costs to be charged including hourly rates of any individual(s) that will be involved with advising the OCRA and the rate at which their time will be billed to the OCRA.

We understand and appreciate your desire for professional service providers who are not only highly qualified, but who are also cost-conscious and cost-effective about the work they perform. We are mindful that cost is always a consideration in selecting a professional services firm. Accordingly, we have structured our fee based on our strong desire to develop a mutually rewarding, long-term relationship.

Our fees are generally based on the time required to complete the work at our established billing rates, plus clerical and computer charges and out-of-pocket expenses. Our fees are also based on other factors such as the complexity of the work, the skill required, time limits, the experience and abilities of our personnel, and the value of the services rendered. The following fees are all-inclusive.



RFP NO: 23-0615200

PRICE PROPOSAL FORM

BOOKKEEPING SERVICES FOR

OPA-LOCKA

COMMUNITY REDEVELOPMENT AGENCY

Firms must use the Cost Proposal below to submit your Firm's cost for this project indicated in the Scope of Service herein.

The OCRA reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the hourly rates provided below.

The proposing firm must completely fill out each row below.

Your firm must provide a detailed fee schedule that explains the cost and services for each description of task.

LUMP SUM PRICE: \$ 78,000 annually*

Fees/Hourly Rates

The Authorities prefer a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting,

Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of

Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee (Monthly)</u>
Bookkeeping	<u>\$3,500</u>
Financial Reporting	<u>\$2,000</u>
Tax Reporting	<u>TBD*</u>
Budget	<u>\$1,000</u>
Total Fixed Fee	<u>\$6,500*</u>

**We can provide Tax Reporting services, but require additional information regarding the nature of related entities, number of 1099 forms and other scope details to provide OCRA with competitive pricing.*

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

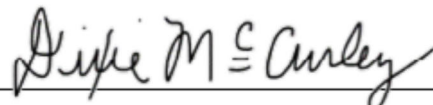
Classification	Hourly Rate
Primary	\$ 275
CPA	\$ 210
Accountant 5+ years of non-profit experience	\$ 150
Accountant (0-4) years of non-profit experience	\$ 135

SUBMITTED THIS 30 DAY OF June 2023.

BID SUBMITTED BY:

Cherry Bekaert Advisory LLC
Company 404.209.0954
Telephone Number

Dixie McCurley
Name of Person Authorized to Submit Bid 404.767.3217
Fax Number


Signature dixie.mccurley@cbh.com
Email Address

Partner
Title

Additional Details

- Below is a further breakdown of the monthly accounting service details and package options:

Recurring Pricing	Basic	Advanced	Premium
Close Date (business days after month end)	20th	15th	12th
Level 1: Transactional Accounting (up to \$200k average monthly expenses less payroll OR 50 transactions per month)	\$3,500/month	\$6,100/month	\$9,500/month
Level 1: Transactional Accounting (up to \$450k average monthly expenses less payroll)	\$5,800/month	\$9,700/month	\$15,200/month
Level 1: Transactional Accounting (up to \$1M average monthly expenses less payroll)	\$11,500/month	\$14,300/month	\$27,500/month

Recurring Pricing	Basic	Advanced	Premium
Close Date (business days after month end)	20th	15th	12th
Level 3: Virtual CFO	\$1,000/month	\$2,000/month	\$4,000/month
Level 2: Outsourced Controllershship	\$2,000/month	\$4,000/month	\$8,000/month

One-Time Fees	
Cherry Bekaert Implementation and Onboarding	\$5,000 per entity
QBO Setup (estimated 2-5 hrs)	\$285/hr

- Please Note: "Cherry Bekaert" is the brand name under which Cherry Bekaert LLP and Cherry Bekaert Advisory LLC, independently owned entities, provide professional services in an alternative practice structure in accordance with applicable professional standards. Cherry Bekaert LLP is a licensed CPA firm that provides attest services, and Cherry Bekaert Advisory LLC and its subsidiary entities provide business advisory and non-attest services. For more details, visit cbh.com/disclosure.
- In addition to the above fees, Cherry Bekaert will charge a 5% technology fee on all professional services to support the Firm's significant investments in building and maintaining a sound infrastructure to protect and secure client data.
- Future year increases beyond the fee commitment shown will be adjusted to annual cost of living increases, assuming there are no significant changes to the scope of work and engagement.
- A change in fees will apply should the scope of work change significantly. Should this occur, or there is a change in scope because of a change in your operations, we would meet with you to obtain your agreement on any increase in the fee ranges before proceeding.
- These fees represent our good faith estimate based upon our experience and current understanding of your company and scopes of work. If we have misunderstood the scope requirements or company structure in any way, we are happy to reassess fees and present an updated cost proposal.

Start Up Costs

The proposed fees do not include the additional time we expect to establish our understanding of OCRA, get introduced with your personnel and set up our workpapers and permanent files. This effort typically amounts to 15 – 25% more hours in the first service year. We will absorb this additional time as an investment in the long-term relationship with OCRA.

Out-of-Scope Services

We encourage open lines of communication throughout the year as part of our services. Generally, we do not bill for routine telephone consultations, including calls received during the year regarding tax and compliance questions. However, should a matter require major research or services not included above, we will bill for these services at established hourly rates as rendered. Before beginning any additional work outside the scope of this proposal, we will discuss anticipated fees with your management to obtain understanding and approval, as well as any anticipated discount based on the timing and complexity of the service.

Tab 8 – References

3.2.9.1 List a minimum of three (3) references for which the proposer has provided financial and or bookkeeping services, preferably public entity/government agencies clients, for which the bookkeeping service or firm currently or has previously served in a similar role. If you have any current or past governmental agencies as customers, you are encouraged to list them, especially those from Broward County or other Florida counties. It is recommended that references be no less than similar in size to the City or have similar services for the City. Provide the names and contact information, including the name of the organization, brief description of the project, name of contact person telephone number and email address.

References

The best indicator of our ability to serve clients in a professional yet personalized manner is the outstanding reference provided by our clients. Provided are some of our references served by members of your engagement team. We can provide additional references if needed. We encourage you to call any of the individuals listed and ask them about our services and expertise.

City of Fayetteville, North Carolina

Jeffrey Yates, Assistant City Manager

P: 901.433.1993

E: jeffreyyates@fayettevillenc.gov

Project Description: Accounting Advisory

Richmond Metropolitan Transportation Authority

Joi Dean, Chief Executive Officer

P: 804.523.3303

E: joi.dean@rmtaonline.org

Project Description: Accounting Advisory

Augusta Richmond County, Georgia

Timothy Schroer, Deputy Director – Finance

P: 706.821.1741

E: tschroer@augustaga.gov

Project Description: Accounting Advisory

Additional Government & Public Sector Experience

Cherry Bekaert takes great pride in providing outstanding client service to more than 150 public sector organizations. Following is a detailed list of current and recent Firm-wide government clients, with other Florida clients bolded.

<u>Cities and Towns</u>		
▶ City of Bay Lake, FL ▶ City of Charlotte, NC ▶ City of Chesapeake, VA ▶ City of Durham, NC ▶ City of Greenville, NC ▶ City of Greensboro, NC ▶ City of Hampton, VA ▶ City of Harlem, GA ▶ City of High Point, NC ▶ City of Lake Buena Vista, FL	▶ City of Newport News, VA ▶ City of North Augusta, SC ▶ City of Pinellas Park, FL ▶ City of Raleigh, NC ▶ City of Reidsville, NC ▶ City of St. Petersburg, FL ▶ City of Suffolk VA ▶ City of Vero Beach, FL ▶ City of Virginia Beach, VA ▶ City of Winston-Salem, NC	▶ Town of Apex, NC ▶ Town of Cary, NC ▶ Town of Fuquay-Varina, NC ▶ Town of Holly Springs, NC ▶ Town of Lillington, NC ▶ Town of Morrisville, NC ▶ Town of Morven, NC ▶ Town of Rolesville, NC ▶ Town of Stanley, NC ▶ Town of Wake Forest, NC
<u>Counties</u>		
▶ Augusta-Richmond County Consolidated Government, GA ▶ Beaufort County, GA ▶ Brevard County, FL ▶ Charlotte County, FL ▶ Columbia County, GA ▶ County of Arlington, VA ▶ County of Hanover, VA ▶ Cumberland County, NC	▶ Durham County, NC ▶ Fairfax County, VA ▶ Forsyth County, NC ▶ Guilford County, NC ▶ Henderson County, NC ▶ Henrico County, VA ▶ Loudoun County, VA ▶ Mecklenburg County, NC ▶ New Hanover County, NC	▶ Orange County, FL ▶ Pickens County, SC ▶ Prince William County, VA ▶ Richland County, SC ▶ Randolph County, NC ▶ Tyrrell County, NC ▶ Union County, NC ▶ York County, VA
<u>School Districts</u>		
▶ Charlottesville, VA ▶ Chesapeake, VA ▶ Chesterfield County, VA ▶ Collier County, FL ▶ Fulton County Schools, GA ▶ Hampton, VA ▶ Henrico County, VA ▶ Hopewell, VA ▶ Isle of Wright, VA	▶ Johnston County Schools, NC ▶ Loudon County, VA ▶ Manatee County, FL ▶ Newport News, VA ▶ Orange County, FL ▶ Polk County, FL ▶ Poquoson, VA ▶ Prince William County, VA ▶ Richmond, VA	▶ Roanoke County, VA ▶ Sarasota County, FL ▶ Spartanburg County School District Four, SC ▶ Spotsylvania County, VA ▶ St. Johns County, FL ▶ St. Lucie County, FL ▶ Suffolk, VA ▶ York County, VA

Authorities, Commissions and Agencies

▶ Augusta Canal Authority, GA ▶ Cleveland County Water, NC ▶ Centralina Regional Council ▶ Chesapeake Bay Bridge and Tunnel District, VA ▶ Chesapeake Economic Development Authority, VA ▶ Eastern Virginia Regional Facility Authority ▶ Enterprise Florida, Inc. and affiliates ▶ Fairfax County Redevelopment and Housing Authority, VA ▶ Florida Development Finance Corporation ▶ Fort Monroe Authority, VA ▶ Greenville Utilities Commission, SC ▶ Hampton Roads Sanitation District, VA ▶ Hampton Roads Criminal Justice Training Academy, VA ▶ Handy Sanitary Water Authority, NC ▶ Hillsborough Area Rapid Transit, FL ▶ International Drive Master Transit and Improvement District, FL ▶ Juvenile Welfare Board, FL ▶ Marquis Community Development Authority, VA ▶ Mecklenburg Emergency Medical Services, NC	▶ Metropolitan Sewage District of Buncombe County, NC ▶ Miami-Dade County Aviation Department ▶ New Hanover County Airport Authority, NC ▶ Newport News Industrial Development Authority, VA ▶ Newport News Redevelopment and Housing Authority, VA ▶ North Carolina Educational Lottery ▶ North Carolina Turnpike Authority ▶ Orange County Health Facilities Authority, FL ▶ Orange County Library District, FL ▶ Pamunkey Regional Library ▶ Piedmont Municipal Power Agency, SC ▶ Piedmont Triad Airport Authority, NC ▶ Piedmont Triad Regional Council, NC ▶ Piedmont Triad Regional Water Authority, NC ▶ Pinellas Suncoast Transportation Authority, FL ▶ Public Library of Charlotte/Mecklenburg County, NC ▶ Research Triangle Regional Public Transportation Authority, NC	▶ Reedy Creek Improvement District, FL ▶ Renewable Water Resources, SC ▶ Richmond Metropolitan Transportation Authority, VA ▶ Santee Cooper, SC (electric generation, transmission and distribution) ▶ South Central Educational Risk Management Program, FL ▶ Southeastern Public Service Authority, VA ▶ Spartanburg County Public Library, SC ▶ State of Florida Agency for Health Care Administration ▶ St. John's County Airport Authority, FL ▶ Virginia Beach Development Authority ▶ Virginia Passenger Rail Authority ▶ Virginia Peninsulas Public Service Authority ▶ Western Tidewater Water Authority, VA ▶ York County Economic Development Authority, VA
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Pension and OPEB Trust Clients		
▶ Arlington County Employees' Retirement System, VA ▶ ATU Local 1577 Pension Plan, FL ▶ ATU Local 1596 Pension Plan, FL ▶ Boynton Beach General Employees' Retirement Fund, FL ▶ Charlotte Fire Fighters Retirement System, NC ▶ City of Clearwater Employees' Pension Plan, FL ▶ City of Clearwater Firefighters' Relief and Pension Plan, FL ▶ City of Clearwater Police Supplemental Pension Plan, FL ▶ City of Clearwater Firefighters' Supplemental Pension Plan, FL	▶ City of Pinellas Park General Employees' Retirement Plan, FL ▶ City of Pinellas Park Police Officers' Retirement Plan, FL ▶ City of Pinellas Park Firefighters' Retirement Plan, FL ▶ City of Roanoke Pension Plan ▶ Educational Employees' Supplemental Retirement System of Fairfax County, VA ▶ Employee's Retirement System of Fairfax County, VA ▶ Hampton Employees Retirement System, VA ▶ Newport News Employee Retirement Fund, VA ▶ Palm Beach Gardens Police Officers' Pension Fund, FL	▶ Police Officers Retirement System of Fairfax County, VA ▶ Retirement System for the General Employees of the Utility Board of the City of Key West, FL ▶ Retirement Plan for the Firefighters of the City of Clermont, FL ▶ Retirement Plan for the Police Officers of the City of Clermont, FL ▶ Richmond Retirement System, VA ▶ Sarasota Firefighters Insurance Trust Fund, FL ▶ Sunrise Firefighters' Retirement Plan, FL ▶ Uniformed Retirement System of Fairfax County, VA

Tab 9 - Required Disclosures

Do you have any potential conflicts of interest or any arrangement or relationships, formal or informal, which may interfere with your ability to provide independent, unbiased service to the OCRA?

As a leading national audit and advisory firm, Cherry Bekaert understands the importance of providing impartial, unbiased advice to our clients, free of any conflicts of interest. We currently have no conflicts of interest that would interfere with our ability to the services requested in OCRA's RFP.

Cherry Bekaert is independent of OCRA, in accordance with the Code of Professional Ethics of the AICPA, and will comply with all Federal, State and Local laws and regulations in the performance of this engagement. Our client independence is verified annually and monitored by our in-house counsel and our professional practices group during the annual evaluation of continuance of client relationships.

Furthermore, we are not aware of any existing or potential relationships between Cherry Bekaert and OCRA or its employees that could impair our independence and objectivity. Prior to entering into an engagement for any professional services, including advisory services, we evaluate the implications of any proposed services to an attest client will have on independence, in fact and in appearance. In addition, all professional staff assigned to your engagement must reaffirm their independence prior to the conclusion of the engagement. We communicate to our clients all conclusions with respect to the independence at the beginning and end of each engagement.

Should OCRA engage us to perform advisory services, we will always establish strict guidelines for what the firm can and cannot do under the applicable independence rules that apply to the industry and service; however, in most cases we are able to provide the level of service desired by our clients while maintaining strict independence.

Are there any investigations, lawsuits, or administrative proceedings involving you that the OCRA should be aware of in considering your capacity to provide services to the OCRA?

As a large professional services firm, Cherry Bekaert is subject to occasional litigation related to professional activities; however, we have no litigation pending that will adversely affect our ability to provide the requested services.

Tab 10 – Additional Forms

Proposer Proposal Form



RFP NO. 23-0615200
PROPOSER PROPOSAL

BOOKKEEPING SERVICES FOR OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: Cherry Bekaert Advisory LLC

Address: 2525 Ponce de Leon | Suite 1040

City, State, Zip: Coral Gables, FL 33134 Phone/Fax: P 786.693.6300
F 305.492.7990

2. Check One: Corporation ☐ Partnership ☒ Individual ☐

3. If Corporation, state:

Date of Incorporation: 1947 State in which Incorporated: North Carolina

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: 5/2/1978

5. Name and Title of Principal Officers

Date Elected:

Michelle Loyd Thompson, CPA - CEO

2018

6. The length of time in business: 75+ years

7. The length of time (continuous) in business as a service organization in Florida:

Approximately 45 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the OCRA specification, during the last twenty-four months. Provided under Tab 8 - References

9. A copy of County and/or Municipal Occupational License(s) Provided under Tab 3 - General Information

Note: Information requested herein and submitted by the proposers will be analyzed by the OCRA and will be a factor considered in awarding any resulting contract. The purpose is to ensure that the Contractors, in the sole opinion of the OCRA, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.

Certification Regarding Debarment & Suspension



OPA-LOCKA CRA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OF RESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

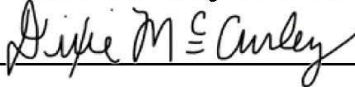
B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. The failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Dixie McCurley - Partner

Drug-Free Workplace Form



OPA-LOCKA CRA
RFP NO. 23-0615200

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Dixie McCurley the
(Name)
Partner of Cherry Bekaert Advisory LLC
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

June 26, 2023
Date

Dixie M. McCurley
Signature

Non-Collusion Affidavit



OPA-LOCKA CRA NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Dixie McCurley being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Partner
(Owner, Partner, Officer, Representative or Agent) of
Cherry Bekaert Advisory LLC the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

N/A
Witness

N/A
Witness

By: Dixie McCurley
Signature

Dixie McCurley - Partner
Print Name and Title

Non-Discrimination Affidavit



NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business, or entity represented herein shall not discriminate against any person in its operations, activities, or delivery of services under any agreement it enters into with the Opa-locka CRA. The same shall affirmatively comply with all applicable provisions of federal, state, and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Christina Fulkerson

Title: Partner

Sworn and subscribed before this

23RD day of JUNE, 2023

Lisa White Thompson

Notary Public, State of Florida

LISA WHITE THOMPSON

(Printed Name)

My commission expires: 2/28/27



E-Verify



E-VERIFY

Effective January 1, 2021, public and private employers, contractors, and subcontractors will be required to register with, and use of the E-verify system to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the CRA; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of this affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to OCRA for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.

**E-VERIFY FORM****Definitions:**

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the OCRA; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: Cherry Bekaert Advisory LLC

Authorized Signature: 

Print Name: Dixie McCurley

Title: Partner

Date: June 26, 2023

Contract Terms for Negotiation

As with any contractual relationship, Cherry Bekaert's desire to enter into a contract with OCRA is based on reaching a mutually positive negotiation of terms and conditions. After reviewing the RFP, we would like to provide the following exception related to insurance:

- ▶ Our insurance carrier will not give OCRA written notice of cancellation or termination, however Cherry Bekaert can, if such actions should take place.



LS Accounting and Tax Services

16831 NE 15TH AVENUE

NORTH MIAMI BEACH, FL 33162

305-205-4203

LUISA SANCHEZ

06/05/2023

RFP NO: 23-0615200

BOOKKEEPING AND ACCOUNTING SERVICES

FOR

**OPA-LOCKA COMMUNITY REDEVELOPMENT
AGENCY**

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LETTER OF TRANSMITTAL

To: Selection Committee

LS Accounting & Tax Services has been incorporated in the state of Florida since 2010, but operating since 2000, as a small business consisting of two full-time employees. We average 20 or more companies within our portfolio at any given time providing services year-round. We specialize in providing a wide range of accounting services, including bookkeeping, financial reporting, tax preparation, budgeting, audits, and payroll. Our team of professionals possesses the necessary skills and up-to-date knowledge to tackle even the most complex accounting challenges.

Bookkeeping and financial reporting is our focus. We currently provide monthly and annual accounting for a variety of million-dollar companies and several small businesses here in South Florida, ensuring that their bookkeeping is done efficiently and accurately so they can make sound financial decisions. We provide on a monthly or annual basis the Profit and Loss, Balance Sheet, Budget to Actual Reports, Cash flow and trial balance. Our distinguishing feature is that we make it a priority to be available to discuss financial planning with our clients. Our president began her career working in accounting in 1995 for the YWCA, a non-for-profit with 300 employees. We have no doubt that we can handle the capacities for the OCRA.

Budgeting is essential for an organization to run adeptly and must be tended to regularly. Budgets are a financial roadmap and take collaboration to ensure success. In 2000, our president began preparing budgets for different departments in the YWCA. Currently, we use the previous fiscal year with adjustments to provide accurate budgeting for a few small businesses. Our goal is to contribute to your company's growth and success by providing accurate financial insights and strategic guidance through efficient budgeting.

Tax reporting, whether monthly, quarterly or annually, is critical for staying in compliance. We have been providing tax preparation services for our clients since 2000 and make it a point to attend the yearly IRS Tax Seminar where new changes to tax law are provided in detail to participants. Our president is an Enrolled Agent with the IRS since 2017 and able to represent clients from throughout the United States before the Internal Revenue Service. We also provide our small businesses with monthly tax reporting services such as Sales and Use Tax and quarterly payroll tax reporting. We believe we are fully capable of ensuring your tax obligations are met.

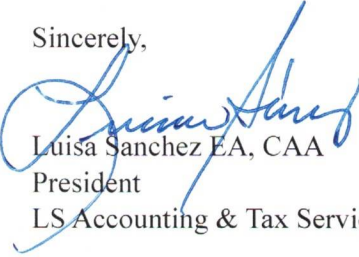
Authorized Representatives:

Luisa Sanchez
President
14250 NE 4th Ave
Miami, FL 33161
305-205-4203

Dalys Sylvester
Vice President
14250 NE 4th Ave
Miami, FL 33161
305-951-6151

With our expertise and dedication to delivering exceptional financial management solutions, we are confident in our ability to meet your organization's specific needs. We appreciate the opportunity to submit this representation request, and we eagerly await the possibility of collaborating with OCRA.

Sincerely,



Luisa Sanchez EA, CAA
President
LS Accounting & Tax Services

GENERAL INFORMATION

Name of Business: Luisa Sanchez Accounting and Tax Services Inc DBA LS Accounting & Tax Services

Mailing Address and Phone Number: 16831 NE 15th Avenue, North Miami Beach, FL 33162
305-205-4203

Normal Business Hours: Monday – Friday 8:30am – 5:00pm

Business Status: Local C-Corporation

Incorporated 09/28/2010 in the State of Florida

Office Location and Number of Employees: 16831 NE 15th Avenue, North Miami Beach, FL 33162 - Employees 2

Is Company a Parent or Subsidiary: No

Is Business licensed to do business in the State of Florida: Yes, please see attachments.

**Electronic Articles of Incorporation
For**

P10000078976
FILED
September 28, 2010
Sec. Of State
jshivers

LUISA SANCHEZ ACCOUNTING & TAX SERVICES, INC.

The undersigned incorporator, for the purpose of forming a Florida profit corporation, hereby adopts the following Articles of Incorporation:

Article I

The name of the corporation is:

LUISA SANCHEZ ACCOUNTING & TAX SERVICES, INC.

Article II

The principal place of business address:

14250 N.E 4TH AVE
MIAMI, FL. 33161

The mailing address of the corporation is:

14250 N.E 4TH AVE
MIAMI, FL. 33161

Article III

The purpose for which this corporation is organized is:

ANY AND ALL LAWFUL BUSINESS.

Article IV

The number of shares the corporation is authorized to issue is:

100

Article V

The name and Florida street address of the registered agent is:

DALYS E SYLVESTER
14250 N.E 4TH AVE
MIAMI, FL. 33161

I certify that I am familiar with and accept the responsibilities of registered agent.

Registered Agent Signature: DALYS SYLVESTER

Article VI

The name and address of the incorporator is:

LUISA SANCHEZ
14250 N.E 4TH AVE

MIAMI, FL 33161

Incorporator Signature: LUISA SANCHEZ

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: P
LUISA S SANCHEZ
14250 N.E 4TH AVE
MIAMI, FL. 33161

Article VIII

The effective date for this corporation shall be:

09/28/2010

P10000078976
FILED
September 28, 2010
Sec. Of State
jshivers

2023 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P10000078976

Entity Name: LUISA SANCHEZ ACCOUNTING & TAX SERVICES, INC.

Current Principal Place of Business:

16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162

Current Mailing Address:

16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162 US

FEI Number: 37-2045366

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

SANCHEZ, LUISA S
16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title P
Name SANCHEZ, LUISA S
Address 16831 NE 15TH AVE.
City-State-Zip: NORTH MIAMI BEACH FL 33162

Title VP, TREASURER, SECRETARY
Name SYLVESTER, DALYS E
Address 16831 NE 15TH AVE
City-State-Zip: NORTH MIAMI BEACH FL 33162

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: LUISA SANCHEZ

PRESIDENT

02/05/2023

Electronic Signature of Signing Officer/Director Detail

Date

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G15000120408

Fictitious Name to be Registered: LS ACCOUNTING & TAX SERVICES

Mailing Address of Business: 16831 NE 15TH AVENUE
NORTH MIAMI BEACH, FL 33162

Florida County of Principal Place of Business: MULTIPLE

FBI Number: 27-3570937

FILED
Nov 30, 2015
Secretary of State

Owner(s) of Fictitious Name:

SANCHEZ, LUISA
14250 NE 4TH AVE
MIAMI, FL 33161

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

LUISA SANCHEZ

11/30/2015

Electronic Signature(s)

Date

Certificate of Status Requested ()

Certified Copy Requested ()

APPLICATION FOR RENEWAL OF FICTITIOUS NAME

REGISTRATION# G15000120408

Fictitious Name: LS ACCOUNTING & TAX SERVICES

FILED
Feb 18, 2020
Secretary of State
G20000021699

Current Mailing Address:

16831 NE 15TH AVENUE
NORTH MIAMI BEACH, FL 33162

New Mailing Address:

16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162 US

Current County of Principal Place of Business:

MULTIPLE

New County of Principal Place of Business:

MIAMI-DADE

Current FEI Number:

27-3570937

New FEI Number:

Current Owner(s):

Document #: () Delete
FEI #:
Name: SANCHEZ, LUISA
Address: 14250 NE 4TH AVE
City-St-Zip: MIAMI, FL 33161

Additions/Changes to Owner(s):

Document #: P10000078976 (X) Change () Addition
FEI #: 27-3570937
Name: LUISA SANCHEZ ACCOUNTING & TAX SERVICES
Address: 16831 NE 15TH AVE
City-St-Zip: NORTH MIAMI BEACH, FL 33162 US

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I understand that the electronic signature below shall have the same legal effect as if made under oath. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

LUISA SANCHEZ

02/18/2020

Electronic Signature(s)

Date

Certificate of Status Requested ()

Certified Copy Requested ()

PROJECT APPROACH

Tax Reporting

Federal tax reporting will be compiled following the end of the year with the Year End Financials. A follow-up meeting will be conducted to answer any questions and ensure all parties agree before the final return is submitted utilizing our tax software ATX. All 1099 and 1096 reports will be completed following the end of the year utilizing the Year End Financials. We will verify all information is correct before processing and transmission of the reports. All 1099's will be mailed to the recipients utilizing the address provided on W-9 forms. All other tax reporting will be completed by the due date as necessary.

Bookkeeping

Bookkeeping will be done either on a daily or weekly basis dependent on the incoming volume of transactions with the QuickBooks software. This will be followed up by a phone call or email with any questions regarding the entered transactions and necessary changes or adjustments will be made to produce the financial reports necessary.

Financial Reporting

Financial reports including monthly Profit and Loss, Balance Sheet, and Budget vs Actual reports will be provided following the end of the month. A meeting will be arranged to answer any questions or make any adjustments necessary to the provided reports to ensure accuracy.

Budget

An annual meeting and subsequent follow-up meetings will be held to discuss and compile the information necessary to prepare the budget. The information will then be imported into QuickBooks to keep track of the Budget to Actual report. Follow-up meetings will be scheduled quarterly to make any necessary adjustments to the budget as needed.

EXPERIENCE AND PROPOSAL

Experience:

LS Accounting & Tax Services, Inc. has been providing professional bookkeeping and accounting services for 13 years.

Proposal:

Our primary objective is to provide comprehensive bookkeeping and accounting services to support the financial management needs of the OCRA. By ensuring accurate and timely tax reporting, we will conduct meticulous bookkeeping to generate monthly financial reports, to provide clear insights into the agency's financial performance, and facilitating the development and management of an annual.

LS Accounting & Tax Services, Inc. brings extensive experience and expertise in delivering professional bookkeeping and accounting services. We are confident that our comprehensive approach, tailored specifically to the needs of OCRA.

Luisa S. Sanchez
14250 NE 4th Avenue
Miami, FL 33161
Cell: (305)205-4203
Email: Luisa.Sanchez@att.net

Objective: To provide background work experience for an opportunity with OCRA.

Experience:

- 2000-Present **LS Accounting and Tax Services – President**
I perform various accounting and tax services for several companies and individuals including monthly bookkeeping and preparation of financial reports, Accounts Receivables, Accounts Payables, Payroll Processing and Compliance, Personal and Corporate Tax Returns, Preparation and Transmission of W-2 and 1099 Forms, Incorporations, Audits, Tax Planning Services, preparation of annual budget and monthly budget vs actual report review and IRS tax problem resolutions.
- 2004-2012 **Y.W.C.A. of Greater Miami, Inc. – Program Compliance Specialist – Miami, FL**
My responsibilities were to investigate and reconcile significant contract changes involving cost, scheduling, etc. I worked in conjunction with Program Managers and Site Directors to ensure conformance with contractual obligations/ agency's policies. I remained cognizant of problem areas and implementing the required corrective actions.
- 1995-2011 **Y.W.C.A. of Greater Miami, Inc. – Payroll/Account Specialist - Miami, FL**
I was responsible for getting a biweekly payroll report to the Executive Director of the company. The payroll responsibilities consisted of maintenance, processing of leave – accumulated reports, payroll allocation and payroll reimbursement packages. Responsibilities also included Accounts Receivable, Accounts Payable, Cash Application, printing invoices, bank deposits (back up), Collections and ensuring invoices matched PO's and checks.

Education:

- 1978-1980 Accounting/ Secretarial - Isabel Herrera Obaldia – Panama Rep. of Panama
1981-1983 2 yr. Business Administration – USMA – Panama Rep. of Panama
2001-2005 A.A. in Accounting – Miami Dade College – Miami, FL
2017-2017 IRS Enroll Agent Certificate
2020-2021 NACPB Accounting Certificates (Payroll, Bookkeeping, Quickbooks, Accounting)
2021-Present Certified Accounting Paraprofessional License – Miami, FL

Dalys Sylvester
14250 NE 4th Avenue
Miami, FL 33161
Cell: (305)951-6151
Email: Dalys0402@yahoo.com

Objective: To provide background work experience for an opportunity with OCRA.

Experience:

12/2010-Present LS Accounting and Tax Services – Vice President

In a senior role performing accounting functions including cash reconciliations, bookkeeping, payroll, and other strict reporting. Adept in managing schedules, coordinating office functions and activities for a two-person mid-sized accounting office. Implementation of office processes and procedures that expedite workflow and significantly save costs through analyzation. Compiling internal and external customer communications. Full control of expenses and preparation of expense reports. Utilizing strong leadership qualities. Also responsible for tax preparation and reporting including W-2 and 1099 preparation.

11/2004-4/2010 Washington Mutual/JP Morgan Chase – Bank Teller – Miami Beach, FL

Promoting bank services and products, answering customer's routine banking questions. Receiving/Paying out cash, and processing daily transactions including deposits, withdrawals, check cashing and keeping an accurate record of all transactions. Also, performing various clerical duties such as answering phones, typing, filing, and preparing check orders. I was also responsible for handling all foreign currency transactions as well daily. I had the opportunity to provide top notch customer service by handling financial transactions accurately and efficiently. Additionally, I contributed to the success of the firm by recognizing opportunities to make sales referrals daily.

Education:

8/2019-Present Florida International University – Miami, FL
Pursuing a Bachelor's in Arts in Biology, Expected graduation December 2024

8/2013-6/2018 Miami Dade College – Miami, FL
Associate in Arts towards a B.A. in Biology, Graduated

8/2000-6/2004 North Miami Beach Senior High School – N. Miami Beach, FL
Graduated

SCHEDULE

Earliest available start date: 06-15-2023

Anticipated project completion date: 01-15-2024

Major Objectives	Key Tasks	Time to Completion
1. Bookkeeping	Entering of transactions Monthly reconciliation	Weekly 5 business days
2. Financial Reporting	Preparation of Budget to Actual report Preparation of Monthly financial statements	5 business days 5 business days
3. Tax Reporting	Preparation of Year End Federal Tax Return Preparation, processing, and mailing of Form 1099 Preparation of any State or Local Filings	10 business days 5 business days 3 business days
4. Budget	Meeting and time to discuss budget Preparation and Input of Annual Budget	2 business days 3 business days

PRICING OF SERVICES



RFP NO: 23-0615200

PRICE PROPOSAL FORM

BOOKKEEPING SERVICES FOR

OPA-LOCKA

COMMUNITY REDEVELOPMENT AGENCY

Firms must use the Cost Proposal below to submit your Firm's cost for this project indicated in the Scope of Service herein.

The OCRA reserves the right to increase, decrease, and/or choose the items and quantities below for the Project to meet its available budget using the hourly rates provided below.

The proposing firm must completely fill out each row below.

Your firm must provide a detailed fee schedule that explains the cost and services for each description of task.

LUMP SUM PRICE: \$ \$608

Fees/Hourly Rates

The Authorities prefer a monthly cost for services; please provide projected fixed cost for each of the 4 sections (Bookkeeping, Financial Reporting, Tax Preparation Reporting and Budget) noted above. Again, note that your firm may choose to respond to some elements in the Scope of Work, but not all. Please provide pricing for those services you are prepared to provide.

<u>Function</u>	<u>Fixed Fee (Monthly)</u>
Bookkeeping	<u>\$350</u>
Financial Reporting	<u>\$150</u>
Tax Reporting	<u>\$83</u>
Budget	<u>\$25</u>
Total Fixed Fee	<u>\$608</u>

- Hourly rates of the firm's employees should be provided for services which may be requested outside of the scope of the agreement.

Classification	Hourly Rate
Primary	\$ 75
CPA	\$
Accountant 5+ years of non-profit experience	\$ 100
Accountant (0-4) years of non-profit experience	\$

SUBMITTED THIS 8th DAY OF June 2023.

BID SUBMITTED BY:

LS ACCOUNTING & TAX SERVICES

305-205-4203

Company

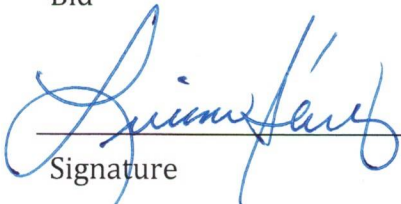
Telephone Number

LUISA SANCHEZ

786-338-7416

Name of Person Authorized to Submit Bid

Fax Number



LUISA.SANCHEZ@ATT.NET

Signature

Email Address

PRESIDENT

Title

REFERENCES

1. Company Name: Bio Behavioral Corp.

Contact Person: Samir Jerez

Telephone: 305-431-8534

Email: biobehav@comcast.net

Description

Bio Behavioral Corp is a million-dollar company that focuses on offering mental health services operating as go2helpnetwork.org. They have been our client since 2014.

2. Company Name: WCB Group Inc

Contact Person: Carlos Bonilla

Telephone: 786-547-1113

Email: contract@wcbgroupinc.net

Description

This is a construction-based company operating with 8 employees and focusing on painting commercial properties and personal residences. We have worked with this client since they began operations in 2010.

3. Company Name: The M Ensemble

Contact Person: Patricia Williams

Telephone: 305-505-3319

Email: tgcooper@aol.com

Description

The M Ensemble is a non-for-profit organization that produces theatre productions based on the African American cultural arts. They have been in operation since 1971 and have been a client of ours since 2006.

REQUIRED DISCLOSURES

Do you have any potential conflicts of interest or any arrangement or relationships, formal or informal, which may interfere with your ability to provide independent, unbiased advice to the OCRA?

No

Are there any investigations, lawsuits, or administrative proceedings involving you that the OCRA should be aware of in considering your capacity to represent the OCRA?

No



RFP NO. 23-0615200
PROPOSER PROPOSAL

BOOKKEEPING SERVICES FOR OPA-
LOCKA COMMUNITY REDEVELOPMENT AGENCY

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Contractor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

Name: **Luisa Sanchez Accounting & Tax Services Inc**

Address: **16831 NE 15th Avenue**

City, State, Zip: **North Miami Beach, FL 33162** Phone/Fax: **305-205-4203**

2. Check One: Corporation (☒) Partnership (☐) Individual (☐)

3. If Corporation, state:

Date of Incorporation: **09-28-2010** State in which Incorporated: **Florida**

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: _____

5. Name and Title of Principal Officers

Date Elected:

Luisa Sanchez President

09-28-2010

Dalys Sylvester, Vice President

09-28-2010

6. The length of time in business: 13 years

7. The length of time (continuous) in business as a service organization in Florida:
13 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the OCRA specification, during the last twenty-four months. **Please see reference list, all listed have been present for the last twenty-four months**

9. A copy of County and/or Municipal Occupational License(s)

2022 - 2023

City of North Miami Beach
BUSINESS TAX RECEIPT

Valid 10/01/2022 -
09/30/2023

No.: BTR-190596-2022
Acct No: BUS-795238-2022
Business Name: LUISA SANCHEZ ACCOUNTING TAX SVC
DBA: LUISA SANCHEZ ACCOUNTING TAX
Location: 16831 NE 15 AVE
NORTH MIAMI BEACH, FL 33162

Taxes: \$177.05
Penalty Fee: \$0.00
Credit: \$0.00
TOTAL PAID: \$177.05

This receipt is non-transferable
without City approval and is only
valid at the location(s) listed herein

Activity: 0350 ACCOUNTING SERVICE: INCL. INCOME TAX

Remarks:



028003

Local Business Tax Receipt
Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

7193922

BUSINESS NAME/LOCATION

LUISA SANCHEZ ACCOUNTING & TAX SERVICES

INC

16831 NE 15TH AVE

NORTH MIAMI BEACH FL 33162-2914

RECEIPT NO.

RENEWAL

7475972

LBT

EXPIRES

SEPTEMBER 30, 2023

Must be displayed at place of business

Pursuant to County Code

Chapter 8A - Art. 9 & 10

OWNER

LUISA SANCHEZ ACCOUNTING & TAX SERV INC

C/O LUISA SANCHEZ PRES

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

PAYMENT RECEIVED

BY TAX COLLECTOR

\$45.00 07/12/2022

INT-22-356012

Employee(s) 1

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

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

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



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
PROPOSED DEBARMENT AND OTHER MATTERS OF
RESPONSIBILITY**

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

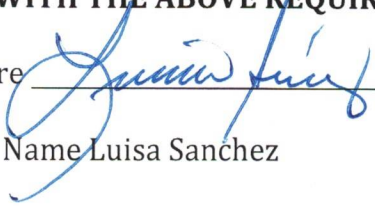
C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. The failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature



Printed Name Luisa Sanchez



DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Luisa Sanchez the
(Name)
President of LS Accounting & Tax Services Inc.
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

6/8/2023
Date

[Signature]
Signature



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

- Luisa Sanchez being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Owner
(Owner, Partner, Officer, Representative or Agent) of
LS Accounting & Tax Service the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

[Signature]

Witness

[Signature]

Witness

By: [Signature]
Signature

Luisa Sanchez

Print Name and Title



E-VERIFY

Effective January 1, 2021, public and private employers, contractors, and subcontractors will be required to register with, and use of the E-verify system to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/sub-contractors) assigned by Vendor /Consultant/ Contractor to perform work pursuant to the contract with the Department. The Vendor /Consultant/ Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the CRA; and

By entering into a Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of this affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If t contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor acknowledges it is liable to OCRA for any additional costs as a result of termination of the contract due to Contractor's failure to comply with the provisions herein.



E-VERIFY FORM

Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including sub-vendors/subcompanies/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the OCRA; and

Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: LS Accounting & Tax Services

Authorized Signature: *Luisa Sanchez*

Print Name: Luisa Sanchez

Title: President

Date: 6-8-2023



NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business, or entity represented herein shall not discriminate against any person in its operations, activities, or delivery of services under any agreement it enters into with the Opa-locka CRA. The same shall affirmatively comply with all applicable provisions of federal, state, and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: *[Signature]*
Title: President

Sworn and subscribed before this

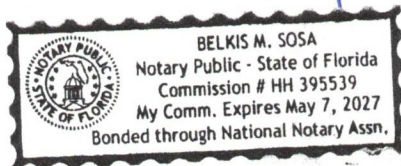
8 day of June, 2023

[Signature]

Notary Public, State of Florida

Belkis M. Sosa
(Printed Name)

My commission expires: May 7, 2027





OPA-LOCKA CRA
RFP NO. 23-0615200

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/ proposal, which are equal with respect to price, quality, and service, are received by the OCRA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 controlled substances 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 bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Luisa Sanchez the
(Name)
President of LS Accounting & Tax Services Inc.
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6)

above.
6/8/2023
Date

[Signature]
Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/02/2022

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

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

PRODUCER ACCURATE GROUP 8300 West Flagler, Suite 114 Miami FL 33144		CONTACT NAME: lucia estrella PHONE (A/C, No, Ext): (305) 226-8727 FAX (A/C, No): 305-226-8767 E-MAIL ADDRESS: accurate.certificates@gmail.com	
		INSURER(S) AFFORDING COVERAGE INSURER A: GRANADA INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 16870	
INSURED LUISA SANCHEZ ACCOUNTING& TAX SERVICES, INC. dba L 16831 NE 15th Ave North Miami FL 33162-			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	☒ COMMERCIAL GENERAL LIABILITY			0185FL00132460 - 2	11/08/2022	11/08/2023	EACH OCCURRENCE		
	☐ CLAIMS-MADE ☒ OCCUR						\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						MED EXP (Any one person)	\$ 5,000	
	OTHER:						PERSONAL & ADV INJURY	\$ 1,000,000	
	AUTOMOBILE LIABILITY						GENERAL AGGREGATE	\$ 2,000,000	
	☐ ANY AUTO						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS						\$	
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY						\$	
	UMBRELLA LIAB						COMBINED SINGLE LIMIT (Ea accident)	\$	
	EXCESS LIAB						BODILY INJURY (Per person)	\$	
	DED	RETENTION \$					BODILY INJURY (Per accident)	\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PROPERTY DAMAGE (Per accident)	\$	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A					\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							\$	

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

CERTIFICATE HOLDER

CANCELLATION

BEIT FAWAZLLC 16748 NW 8 STREET PEMBROKE PINES, FL. 33028	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

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Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above Luisa Sanchez Accounting & Tax Services	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 16831 NE 15th Ave	Requester's name and address (optional)
6 City, state, and ZIP code North Miami Beach, FL 33162	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

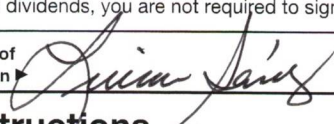
Social security number								
			-					
or								
Employer identification number								
2	7	-	3	5	7	0	9	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 6/27/2023
------------------	--	-------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



OPA-LOCKA CRA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

- Luisa Sanchez being first duly sworn, deposes and says that:

- (1) He/She/They is/are the Owner
(Owner, Partner, Officer, Representative or Agent) of
LS Accounting & Tax Service the proposer that has submitted the attached proposal;
- (2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said proposer 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 proposer, 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 agreement or collusion, or communication, or conference with any proposer, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other proposer, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) 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 proposer or any other of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

[Signature]

Witness

[Signature]

Witness

By: [Signature]
Signature

Luisa Sanchez
Print Name and Title

**Electronic Articles of Incorporation
For**

P10000078976
FILED
September 28, 2010
Sec. Of State
jshivers

LUISA SANCHEZ ACCOUNTING & TAX SERVICES, INC.

The undersigned incorporator, for the purpose of forming a Florida profit corporation, hereby adopts the following Articles of Incorporation:

Article I

The name of the corporation is:

LUISA SANCHEZ ACCOUNTING & TAX SERVICES, INC.

Article II

The principal place of business address:

14250 N.E 4TH AVE
MIAMI, FL. 33161

The mailing address of the corporation is:

14250 N.E 4TH AVE
MIAMI, FL. 33161

Article III

The purpose for which this corporation is organized is:

ANY AND ALL LAWFUL BUSINESS.

Article IV

The number of shares the corporation is authorized to issue is:

100

Article V

The name and Florida street address of the registered agent is:

DALYS E SYLVESTER
14250 N.E 4TH AVE
MIAMI, FL. 33161

I certify that I am familiar with and accept the responsibilities of registered agent.

Registered Agent Signature: DALYS SYLVESTER

Article VI

The name and address of the incorporator is:

LUISA SANCHEZ
14250 N.E 4TH AVE

MIAMI, FL 33161

Incorporator Signature: LUISA SANCHEZ

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: P
LUISA S SANCHEZ
14250 N.E 4TH AVE
MIAMI, FL. 33161

Article VIII

The effective date for this corporation shall be:

09/28/2010

P10000078976
FILED
September 28, 2010
Sec. Of State
jshivers

2023 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P10000078976

Entity Name: LUISA SANCHEZ ACCOUNTING & TAX SERVICES, INC.

Current Principal Place of Business:

16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162

Current Mailing Address:

16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162 US

FEI Number: 37-2045366

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

SANCHEZ, LUISA S
16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title	P	Title	VP, TREASURER, SECRETARY
Name	SANCHEZ, LUISA S	Name	SYLVESTER, DALYS E
Address	16831 NE 15TH AVE.	Address	16831 NE 15TH AVE
City-State-Zip:	NORTH MIAMI BEACH FL 33162	City-State-Zip:	NORTH MIAMI BEACH FL 33162

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: LUISA SANCHEZ

PRESIDENT

02/05/2023

Electronic Signature of Signing Officer/Director Detail

Date

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G15000120408

Fictitious Name to be Registered: LS ACCOUNTING & TAX SERVICES

Mailing Address of Business: 16831 NE 15TH AVENUE
NORTH MIAMI BEACH, FL 33162

Florida County of Principal Place of Business: MULTIPLE

FEI Number: 27-3570937

FILED
Nov 30, 2015
Secretary of State

Owner(s) of Fictitious Name:

SANCHEZ, LUISA
14250 NE 4TH AVE
MIAMI, FL 33161

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

LUISA SANCHEZ

11/30/2015

Electronic Signature(s)

Date

Certificate of Status Requested ()

Certified Copy Requested ()

APPLICATION FOR RENEWAL OF FICTITIOUS NAME

REGISTRATION# G15000120408

Fictitious Name: LS ACCOUNTING & TAX SERVICES

FILED
Feb 18, 2020
Secretary of State
G20000021699

Current Mailing Address:

16831 NE 15TH AVENUE
NORTH MIAMI BEACH, FL 33162

New Mailing Address:

16831 NE 15TH AVE
NORTH MIAMI BEACH, FL 33162 US

Current County of Principal Place of Business:

MULTIPLE

New County of Principal Place of Business:

MIAMI-DADE

Current FEI Number:

27-3570937

New FEI Number:

Current Owner(s):

Document #: () Delete
FEI #:
Name: SANCHEZ, LUISA
Address: 14250 NE 4TH AVE
City-St-Zip: MIAMI, FL 33161

Additions/Changes to Owner(s):

Document #: P10000078976 (X) Change () Addition
FEI #: 27-3570937
Name: LUISA SANCHEZ ACCOUNTING & TAX SERVICES
Address: 16831 NE 15TH AVE
City-St-Zip: NORTH MIAMI BEACH, FL 33162 US

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I understand that the electronic signature below shall have the same legal effect as if made under oath. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

LUISA SANCHEZ

02/18/2020

Electronic Signature(s)

Date

Certificate of Status Requested ()

Certified Copy Requested ()

2022 - 2023

City of North Miami Beach
BUSINESS TAX RECEIPT

Valid 10/01/2022 -
09/30/2023

No.: BTR-190596-2022
Acct No: BUS-795238-2022
Business Name: LUISA SANCHEZ ACCOUNTING TAX SVC
DBA: LUISA SANCHEZ ACCOUNTING TAX
Location: 16831 NE 15 AVE
NORTH MIAMI BEACH, FL 33162

Activity: 0350 ACCOUNTING SERVICE: INCL. INCOME TAX

Taxes: \$177.05
Penalty Fee: \$0.00
Credit: \$0.00
TOTAL PAID: \$177.05

This receipt is non-transferable
without City approval and is only
valid at the location(s) listed herein

Remarks:



028003

Local Business Tax Receipt
Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY

7193922

BUSINESS NAME/LOCATION

LUISA SANCHEZ ACCOUNTING & TAX SERVICES
INC

16831 NE 15TH AVE

NORTH MIAMI BEACH FL 33162-2914

RECEIPT NO.

RENEWAL
7475972

LBT

EXPIRES

SEPTEMBER 30, 2023

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

OWNER

LUISA SANCHEZ ACCOUNTING & TAX SERV INC
C/O LUISA SANCHEZ PRES

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

**PAYMENT RECEIVED
BY TAX COLLECTOR**

\$45.00 07/12/2022
INT-22-356012

Employee(s) 1

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

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

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



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
PROPOSED DEBARMENT AND OTHER MATTERS OF
RESPONSIBILITY**

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

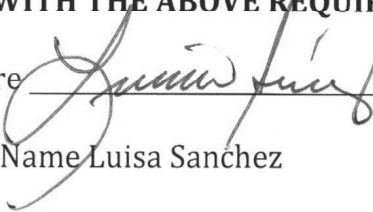
C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. The failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

A handwritten signature in cursive script, appearing to read 'Luisa Sanchez', is written over a horizontal line.

Printed Name Luisa Sanchez



**City of Opa-locka
Agenda Cover Memo**

Department Director: _____ Joanna Flores, City Clerk		Date: _____
City Manager: _____ Darvin Williams, Interim City Manager		Date: _____
Department: City Clerk's Office	Sponsor Name: _____	
Meeting Date: October 10, 2023	Item Type: Discussion Item	
Strategic Plan Related: No	Strategic Plan Priority Area: Enhanced Organizational Business and economic development Public Safety Quality of Education Quality of Life and City Image Communication	
Strategic Plan Objective/Strategy: _____		

Short Title:

Staff Summary:

Fiscal Impact: No

Funding Source: (Account Number)	Advertising Requirement: No
Contract/P.O. Required: No	RFP/RFQ/Bid#:

Proposed Action:

Attachment(s):

None



**City of Opa-locka
Agenda Cover Memo**

Department Director: _____ Joanna Flores, City Clerk		Date: _____
City Manager: _____ Darvin Williams, Interim City Manager		Date: _____
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Short Title:

Staff Summary:

Fiscal Impact: No

Funding Source: (Account Number)	Advertising Requirement: No
Contract/P.O. Required: No	RFP/RFQ/Bid#:

Proposed Action:

Attachment(s):

None



**City of Opa-locka
Agenda Cover Memo**

Department Director: _____ Joanna Flores, City Clerk _____ Darvin Williams, Interim City Manager	Date: _____ Date: _____
City Manager: _____	
Department: City Clerk's Office	Sponsor Name: _____
Meeting Date: October 10, 2023	Item Type: Discussion Item
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Short Title:

Staff Summary:

Fiscal Impact: No

Funding Source: (Account Number)	Advertising Requirement: No
Contract/P.O. Required: No	RFP/RFQ/Bid#:

Proposed Action:

Attachment(s):

None



**City of Opa-locka
Agenda Cover Memo**

Department Director: _____ Joanna Flores, City Clerk		Date: _____
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Staff Summary:

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Proposed Action:

Attachment(s):

None



**City of Opa-locka
Agenda Cover Memo**

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Attachment(s):

None



**City of Opa-locka
Agenda Cover Memo**

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Proposed Action:

Attachment(s):

None