



City Auditor's Office
City of Fort Lauderdale, Florida
Solicitation #571-11919
Construction Contract Audit Services

Proposer:
Marsh Minick, P.C.
17548 NW Springville Rd. #F17, Portland, OR 97229
Phone: (971) 266-1846
Website: www.MarshMinick.com
Email: Info@MarshMinick.com



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Executive Summary

April 5, 2017

Prepared for: City of Fort Lauderdale City Auditor's Office

Regarding: Solicitation #571-11919 for Construction Contract Audit Services

Please reference the enclosed information of qualifications to provide forensic, compliance, and performance audit services for the City of Fort Lauderdale, Florida. This has been especially prepared to meet the request for qualifications as outlined in solicitation for Construction Contract Audit Services, for the two Las Olas Boulevard Corridor Improvement projects and an Aquatics Center Improvement project.

About Marsh Minick, P.C. A financial crime, financial forensic, and risk management consultancy firm capable of providing the services being sought. The Principal owners, Brandi Marsh and Melissa Minick, hold specialized credentials and advanced degrees in forensic financial examination and investigative subject matter. Marsh Minick, P.C. is domiciled in Oregon, and is a certified women owned small business enterprise.

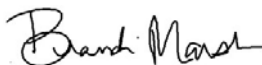
Financial Forensic Experts Marsh and Minick together have over three decades of experience forensically analyzing records to identify red flag activity. The benefit of selecting an expert financial forensic firm, is we are especially trained to detect irregularities in client records and make recommendations to mitigate risks and loss.

Our Client Pledge Marsh Minick, P.C. will perform services in a professional and expert manner, with a high degree of aptitude and integrity. We are committed to producing quality work to provide clients with meaningful examination results.

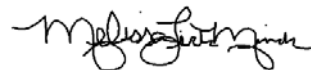
Enclosed are completed exhibits and attachments per the solicitation instructions; please reference the table of contents on the next page. Please contact us anytime through telephone at 971-266-1846 or by email at info@marshminick.com.

Thank you for your time and consideration.

Sincerely,



Brandi Marsh, MS, CAMS, CFE, CFCI, Principal



Melissa Minick, MS, CFE, CFCI, Principal

Qualifications and Experience

Marsh Minick, P.C. is a consultancy firm specializing in financial forensics, financial crime, and risk management. Marsh and Minick combined have over 30 years of specialized expertise in conducting forensic examinations and investigations of financial data and related records. The firm's clients are primarily public sector government entities seeking assistance with audits, assessments, and investigations to mitigate fraud, waste and abuse.

Business Information

Business: Marsh Minick, P.C.
Address: 17548 NW Springville Rd. #F17, Portland, OR 97229
Telephone: (971) 266-1846
Website: www.marshminick.com

Point of Contact

POC: Melissa Frick Minick
Title: Principal
Address: 17548 NW Springville Rd. #F17, Portland, OR 97229
Email: Melissa@MarshMinick.com
Phone: 971.266.1846

Business Legal Status

S-Corporation
Established October 2013
Oregon Domiciled
If awarded, will register in Florida in compliance with solicitation and laws

Principal owners, Brandi Marsh and Melissa Frick Minick, are the sole practitioners at Marsh Minick, P.C. and will be the individuals performing tasks under this proposal. The Marsh Minick office is in Portland, Oregon and our client's often require our expert team to travel to their locations as needed to perform services. The Principals are not in default with any legal obligation and have no record of judgements or pending lawsuits and all contracts Marsh Minick has entered have been successfully completed.

Marsh Minick, P.C. is certified federally as a WOSB, woman owned small business concern, and is registered in two states as such: the State of Washington as a Women Business Enterprise, and in the State of Oregon as a Women Business Enterprise and Emerging Small Business.

Approach to Scope of Work

Purpose of Engagement

The City Auditor's Office (CAO) for the City of Fort Lauderdale is seeking forensic, performance, and compliance audit services for three contracted construction projects: The Las Olas Boulevard Corridor Improvement Projects (year one and year two), and the Aquatics Center Improvements.

The goal of services is to assist the CAO with instilling public confidence that taxpayer funds are used according to the agreements and contracts for each project as a preventive measure to mitigate risks such as fraud, waste, and abuse. Specifically as described in the solicitation, the CAO has five goals for the project audits:

1. Cost management
2. Risk identification and management
3. Financial control
4. Identify and minimize overcharges on the project
5. Reduce litigation risk through better project control and information

Our Value to You

Marsh Minick, P.C. specializes in financial forensic, financial crime, and risk management services; whereas other audit service firms are predominately accountancy agencies. We specialize in performing risk-based audits, which benefit clients because we seek to identify the program vulnerabilities and how those may be exploited, before performing the audit of records, to maximize efforts and return the most meaningful results. Marsh Minick utilizes our forensic investigative skills when examining records and information, providing our client's with especial confidence that a scrupulous and thorough examination occurred based on the client's unique risks. Most all of Marsh Minick clients have been public sector clients.

Our clients also benefit because services are performed by the principal owners and practitioners at the firm, who have combined three decades of experience with cost and risk management, financial and program controls, financial irregularity and crime detection/prevention, and investigations of red flag activity. Marsh Minick is a small business, and clients enjoy services personally rendered and delivered by the firm's principal owners. The client is assured to receive personalized expert services, which supports a successful working relationship with our clients.

Overall Scope of Services

The audit services for construction projects will entail performing forensic analysis of a variety of records and information from all facets of the construction process from the beginning of each project through completion. The purpose of the audits are to determine if the \$60+ million in construction funds are administered according to the agreements and contracts with vendors on the projects, and to assess project cost and risk management performance.

Proposed Approach

Since Marsh Minick is a financial forensic, financial crime, and risk management firm, we propose to perform audit services using a risk-based approach. The purpose of doing this is to maximize efforts and return the most meaningful results, based on the unique risks for each of the construction projects. A risk-based audit is superior in that it increases the likelihood of achieving audit objectives because understanding risks helps better determine the risk model and approach most suitable for the audit tests. There are five stages to risk-based auditing:

1. *Information gathering and planning*

Marsh Minick gathers information to identify the vulnerabilities in the construction projects and how those may be exploited. The risk-based audit proposed will begin by identify key risks and vulnerabilities specifically for the construction industry; and taking into account various aspects like size and scale of the project, geographical location, and inherent risks of the projects.

2. *Mastery of internal controls*

Once risks have been identified, Marsh Minick will perform a detailed review and analysis of internal controls that are established for compliance and risk mitigation. The controls will be analyzed with project risks aimed to mitigate the possibilities of fraud, waste, and abuse of public funds. After the risks have been identified and controls analyzed, Marsh Minick will begin compliance and substantive testing.

3. *Compliance tests*

Compliance testing includes evaluating records that evidence compliance with agreements, contracts, and controls. Such as described in the solicitation:

- Test and monitor controls per the base contract and applicable amendments
- Review payment applications
- Test for contract compliance

- Test and evaluate change orders
- Identify potential overcharges and recommend action to the owner
- Recommend control improvements during the audit process
- Site visits

4. *Substantive tests*

Substantive testing will evaluate the integrity of individual transactions, process data, and other information to validate actual activity is legitimate. Such as described in the solicitation:

- Payment application, processing and administration
- Labor hours, wages and/or stipulated rates charged to the project
- Labor burden costs including benefits, unemployment insurance, workers' compensation and other elements charged to project
- Accounting systems (e.g. payroll audits, rates, cost segregation and overhead)
- Overhead rates and/or labor multipliers
- Materials and equipment costs
- Procurement of subcontractors
- Subcontractors' cost charged to project
- Contingency usage
- Change order processes and controls
- Contractor owned equipment rentals/small tools and other construction costs
- General liability, commercial auto liability and other insurance costs
- Home office overhead costs
- Fees and mark-ups of any kind
- Bond expenses
- Permit expenses
- Verification of proper sales and use tax charges
- Allowable and unallowable cost reviews
- Project closeout

5. *Conclusion and production of report*

This approach to auditing is comprehensive and aims to ensure the project audit objectives are met, and is a way to improve performance as audit results can be used to develop enhanced cost and risk management practices. The conclusion report of findings will include recommendations for ways to improve performance to better achieve the CAO mission and goals for the projects.

Marsh Minick anticipates to have introductory meetings with the CAO at the onset of each project. During these meetings, Marsh Minick hopes to begin gathering general and introductory information pertaining to the projects. Marsh Minick will have prepared a checklist of information to be collected at onset of the audits, and will seek assistance from CAO if there are challenges with information gathering. As information is collected,

Marsh Minick will conduct an ongoing analysis of the checklist. An estimated agenda for the introductory meeting is as follows:

- Overview of scope and plan
- Communication schedule
- Discuss expectations, questions or concerns
- Make initial request for general information
- Agree to information and report delivery dates
- Agree to secure storage and file transmission practices

The CAO may assist Marsh Minick with information gathering as the central point of contact, or Marsh Minick can seek out where and from who the information required for the audit may be attained. If the latter is preferred by the client, Marsh Minick will begin to schedule meetings with key members of the project team where information will be sourced.

High Risk for Financial Crimes

A risk-based audit approach is recommended because public administration and construction industries *are high-risk for financial crime*, and federal law enforcement agencies have deemed *Florida a high-intensity financial crimes area*. These factors matter and should be considered when audits are performed for these projects.

According to the Association of Certified Fraud Examiners (ACFE), public administration agencies are second highest fraud victims representing 10.5% of all fraud cases. The construction industry is ranked sixth, in a top-ten list of industries that suffer the highest median loss when fraud is discovered; a median loss in the construction industry is \$259,000 per fraud incident.

Moreover, the U.S. Treasury Department of Financial Crimes Enforcement Network has named South Florida, including Broward County where Fort Lauderdale is located, as a high-intensity financial crime area (HIFCA). This means the geographical area for the construction projects are especially vulnerable present a substantial risk of financial crime.

The elevated exposure to risks suggests the need for services to be rendered by a financial forensic, financial crime, and risk management professional firm like Marsh Minick, P.C. There is an elevated likelihood and severity of risks posed to affect the construction projects.

Technology Capabilities

Marsh Minick plans to perform forensic data analysis using an audit technology called IDEA Caseware Analytics. This technology allows Marsh Minick to expeditiously review populations and samples of data, because it can be used to perform multiple data analysis tests at a single time, and perform data analysis at a quick pace using established detection methods. In addition, the technology allows Marsh Minick to review data from a variety of electronic file formats, and it maintains an audit trail of all work performed. To assist Marsh Minick with converting paper records to electronic files, Marsh Minick utilizes a software ABBYY PDF Transformer 3.0 to scan paper records and quickly transform the content to useable formats for data analysis to occur.

Methodology

Marsh Minick will follow the ACFE Fraud Examination Methodology, which is a fraud and forensic best practice. An orderly process where general information is first collected, before specific information, which is then used to address any risks based on the totality of information gathered during the examination. The Methodology also includes continuously assessing the information obtained at each step of the examination.

Marsh Minick will collect general information at the onset of the audit. This general information will be critical to assess controls and detect errors and irregularities. Through an analysis of the controls environment, vulnerabilities and deficiencies in controls may begin to show, and may uncover red flags and anomalies that may ultimately point to underlying problems. Marsh Minick will then collect specific, more targeted, information based on identified risks and other red flags presented in the evidence. The specific information is used to forensically analyze and test to determine audit findings.

Timeline

An estimated timeline and description of work to perform risk-based audits for each of the construction projects has been provided. To perform a comprehensive risk-based audit for each of the projects, it is estimated to encompass:

Audit Stage	Description	Month 1	Month 2	Reoccurring Quarterly
<i>Information gathering and planning</i> <i>Performed twice; once for</i>	<ul style="list-style-type: none"> Perform research about the specific risks of each project and unique vulnerabilities 	X		

<p><i>The Las Olas Boulevard Corridor Improvement Projects phases 1 and 2, and once for Aquatics Center Improvements</i></p>	<ul style="list-style-type: none"> • Identify assumed inherent risks for the construction projects • Conduct introductory meetings • Seek records, information, and details about the projects necessary to begin the audit 			
<p><i>Mastery of internal controls</i></p> <p><i>Performed twice; once for The Las Olas Boulevard Corridor Improvement Projects phases 1 and 2, and once for Aquatics Center Improvements</i></p>	<ul style="list-style-type: none"> • Identify and document controls for the project • Modify assumptions about risks for the project based on current understanding of controls • Assess whether more general information needs to be gathered, and make request as necessary and applicable • Request sampling of records to prepare for testing 	X	X	
<p><i>Compliance tests</i></p> <p><i>Performed repetitively; for all three projects from start of construction through completion of construction</i></p>	<ul style="list-style-type: none"> • Assess the adequacy of the controls identified • Seek to determine if the controls were sufficient based on inherent or perceived risks • Document discoverable deficiencies of controls • Document discoverable evidence of non-compliance • Seek to analyze methods and manners of circumvention of compliant activity • Seek to analyze exposure 			X
<p><i>Substantive tests</i></p>	<ul style="list-style-type: none"> • Consider the likelihood and severity of risks 			X

<p><i>Performed repetitively; for all three projects from start of construction through completion of construction</i></p>	<ul style="list-style-type: none"> • Create hypotheses of any schemes that could have been perpetuated due to any program deficiencies • Seek to determine if evidence of suspicious activity exists in actual construction project records • Seek to determine if evidence is valid and legitimate • Document discoverable findings of suspicious and illegitimate activity • May seek to perform an additional round of specific information gathering to follow-up on red flag activity 			
<p><i>Conclusion and production of report</i></p> <p><i>Performed repetitively; for all three projects from start of construction through completion of construction</i></p>	<ul style="list-style-type: none"> • Draft quarterly report detailing the audit findings, which will be compiled for the comprehensive Report of Findings at the conclusion of the project • Verify audit report addresses the client's goals • Quality control review of reports 			<p>X</p>

Marsh Minick perform audit planning and masterly of internal control process steps at the onset of each project; once for the Las Olas Boulevard Corridor Improvement Project phases 1 and 2, and the Aquatics Center Improvement Project. Marsh Minick will perform quarterly testing and create a report quarterly detailing findings for each project. Upon completion of each project, a comprehensive final report detailing substantive work produced, relevant evidence, and address the goals and concerns that predicated the audit efforts. A Report of Findings will constitute the final work product, which includes:

- Background information
- Executive summary

- Recap of scope
- Detailed approach taken
- Full list of testing performed
- Accompanying memoranda of evidence
- Findings
 - Satisfactory, Needs Improvement, Not Satisfactory
 - Accompanying evidence of findings
- Concluding summary
- Financial impact
- Any recommendations

Marsh Minick has the capability in its workload to perform the audit services for construction projects. The firm gives primary attention to clients that have ongoing projects and clients with continuous service needs, which the CAO would meet both criteria. The principals act as a check and balance for each other for quality controls and disburse work activities based on strong suites to optimize efficiency and performance for clients. Marsh Minick has provided a timeline and estimate of hours in good faith and is committed to fulfilling necessary services if and when awarded.

Anticipated Audit Problems

The core procedures for Marsh Minick to mitigate any audit problems is to maintain our independence free from any influences, conflicts of interest, and maintain that appearance as the status quo. Therefore, the nature and extent of procedures will employ a professional level of skepticism when collecting and analyzing data and information. The purpose of this objectivity is to ensure effectiveness of audit procedures and support the merit of the findings resulting from the examination.

No audit problems are anticipated; however, Marsh Minick may experience challenges if records subjected to undergo the audit are primarily paper-based and not electronic-based. This may slow down the expediency of the audit and the firm's ability to test data using the forensic audit technology IDEA Caseware Analytics. Marsh Minick has successfully addressed this problem in the past by utilizing our technology ABBYY PDF Transformer tool to normalize and convert data from paper to electronic format. Alternatively, Marsh Minick may solely rely on sample paper-based records for testing, which will still provide statistically significant data results for confidence of findings.

References

Reference 1	
Company Name	Oregon Secretary of State / Audits Division
Company Address	255 Capitol St. NE, Public Service Building Suite 500, Salem, OR 97301
Contact Person's Name and Title	Dale Bond, Audits Manager
Phone Number (Best # to reach)	503-986-2352 or dale.bond@state.or.us
Time period you provided services	May 2016 – Present
Brief description of the services: Conducted an investigative examination of behalf of the Oregon Secretary of State's Audits Division, seeking to identify any fraud, waste or abuse in a state program. Presently contracted, in the event legislative testimony is necessary. A public report of findings by Marsh Minick's is viewable at: http://sos.oregon.gov/audits/Documents/2016-20.pdf Total cost of the project: \$278,800	

Reference 2	
Company Name	Oregon Dept. of Consumer and Business/ Division of Financial Regulation
Company Address	350 Winter St. NE, 4 th Floor, Salem, OR 97309
Contact Person's Name & Title	Aeron Teverbaugh, Senior Policy Analyst
Phone Number (Best # to reach)	503-947-7844 or aeronb.teverbaugh@oregon.gov
Time period you provided services	April 2016 – December 2016
Brief description of services: Provided consulting to the Oregon Division of Financial Regulation for House Bill 4094, regarding anti- money laundering, financial crime, and Bank Secrecy Act compliance. A public report viewable at: http://dfr.oregon.gov/business/report-data/Documents/legislature/2016-dfr_legislation- reports_hb4094.pdf Total cost of the project: \$0	

Reference 3	
Company Name	Marion County / Juvenile Department
Company Address	3030 Center St. NE, Salem, OR 97301
Contact Person's Name & Title	Chuck Sybrandt, Deputy Director
Phone Number (Best # to reach)	503-576-4626 or csybrandt@co.marion.or.us
Time period you provided services	May 2016 - Present
Brief description of services: Provide investigative services to the Marion County Juvenile Department for pre-employment criminal background checks on detention center workers. Investigations include home inspections, interviews with applicant, interviews with references, criminal screening services, review DMV records, and verification of applicant provided information for employment. Maximum cost of contract (3 years): \$40,000	

Minority/Women (M/WBE) Participation

Marsh Minick, P.C. is certified federally as a WOSB, woman owned small business concern, and is registered in two states as such: the State of Washington as a Women Business Enterprise, and in the State of Oregon as a Women Business Enterprise and Emerging Small Business. Marsh Minick commits to registering in the State of Florida as an S-Corporation and apply for Women Owned Business/Women Business Enterprise in Florida upon award of contract.

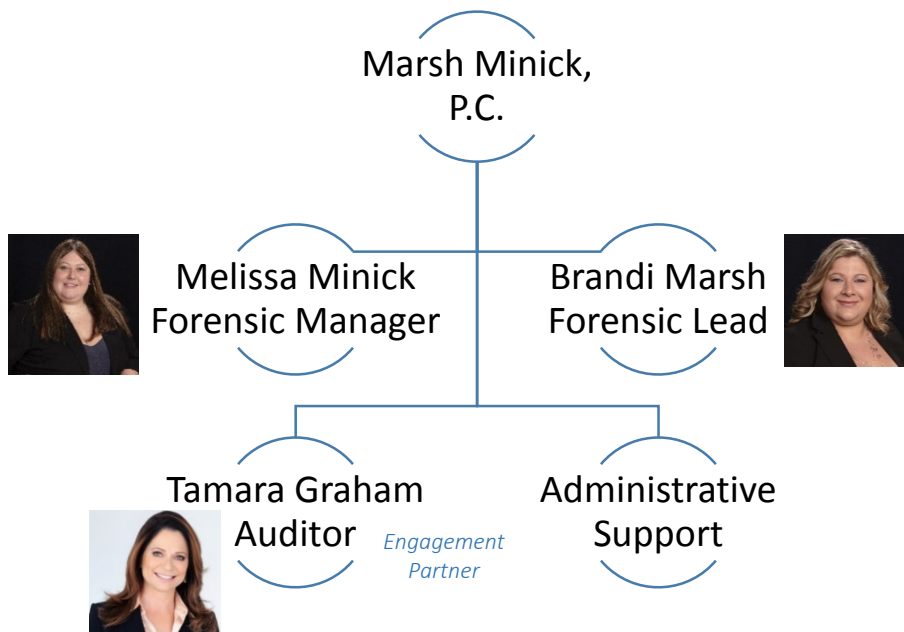
Subcontractors

Marsh Minick, P.C. may utilize one independent subcontractor to assist with fulfilling this contract. The firm has an engagement partner that acts in a supportive capacity to Marsh Minick with forensic auditing services, and will be tasked as an auditor. Sub-contractor professional qualifications are as follows:

- Certified Public Accountant
- Certified Internal Auditor
- Certified Fraud Examiner
- Certified Municipal Auditor
- 22+ years of experience as an accountant and auditor

Marsh Minick, PC has administrative assistants that support business functions.

Provided is an organizational chart for the Marsh Minick, P.C. team:



Required Forms

The following are the required forms for Solicitation #571-11919.

Proposal Certification

STATEMENT OF QUALIFICATION CERTIFICATION

Please Note: All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) Marsh Minick, P.C.

Address: 17548 NW Springville Rd #F17

City: Portland State: OR Zip: 97229

Telephone No. 971-266-1846 FAX No. _____ Email: Info@marshminick.com

Does your firm qualify for MBE or WBE status: MBE _____ WBE X

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

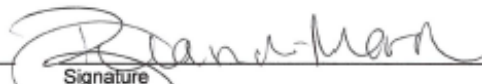
<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
#1 _____	3/27/2017	_____	_____
_____	_____	_____	_____

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. If this section does not apply to your bid, simply mark N/A. If submitting your response electronically through BIDSYNC you must click the exception link if any variation or exception is taken to the specifications, terms and conditions.

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that in no event shall the City's liability for respondent's indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of five hundred dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Brandi Marsh
Name (printed)


Signature

4/5/2017
Date:

Principal
Title



City of Fort Lauderdale • Procurement Services Division
 100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301
 954-828-5933 Fax 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 1

RFP No. 571-11919

TITLE: Construction Contract Audit Services

ISSUED: March 27, 2017

This addendum is being issued to make the following change(s):

1. Section 3.2 Scope of Services: 1st paragraph has been replaced and shall now read:

The CAO is the contract manager for this construction services audit engagement; as such, the CAO contract manager will review and approve all pay applications and/or other related contract issues for the duration of the contract for the selected firm. Additionally, the Scope of Services does not delineate every detail and minor work tasks required to be performed; any and all additions, substitutions and changes must be discussed with the CAO contract manager prior to implementation.

The concept for this engagement is to have an audit presence throughout the construction process to ensure that contract terms are fulfilled, that the City receives exactly what it is paying for, to mitigate against cost overruns, unidentified risks and potential fraud, it is not to determine quality of materials or design, etc. The selected firm will be required, at a minimum, to be on site regularly, attend all contractor and city construction meetings, inspections and all other construction events, review the "pencil copy" monthly pay estimates as well as the supporting source documents at contractors' offices for all pay estimates.

All other terms, conditions, and specifications remain unchanged.

AnnDebra Diaz, CPPB
 Senior Procurement Specialist

Company Name: Marsh Minick, P.C.
 (please print)

Bidder's Signature: 

Date: 4/5/2017

Non-Collusion Statement

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

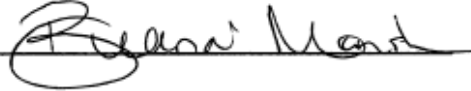
For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
___Brandi Marsh for Marsh Minick, P.C.___	___No Relationships___
	_____

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Local Business Preference (LBP)

LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

(1) _____
Business Name is a **Class A Business** as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(2) _____
Business Name is a **Class B Business** as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

(3) _____
Business Name is a **Class C Business** as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

(4) _____
Business Name requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(5) _____
Business Name requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

(6) _____
Business Name Marsh Minick is considered a **Class D Business** as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.

BIDDER'S COMPANY: Marsh Minick, P.C.

AUTHORIZED COMPANY PERSON: Brandi Marsh NAME  SIGNATURE 3/25/2017 DATE

Contract Payment Method

CONTRACT PAYMENT METHOD BY P-CARD

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

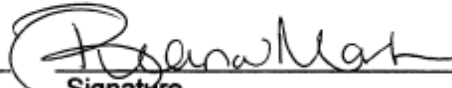
Please indicate which credit card payment you prefer:

Master Card

Visa Card

Company Name: Marsh Minick, P.C.



Brandi Marsh
Name (printed)


Signature

3/25/2017
Date:

Principal
Title

Sample Insurance Certificate

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 06/24/2016			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Focus1 Insurance Group, Inc 3110 State Street Medford, OR 97504 License #: 100171325			CONTACT NAME: Teri Triem PHONE (A/C, No, Ext): 541-772-3120 FAX (A/C, No): 541-772-7900 E-MAIL ADDRESS: teri@focus1ins.com				
INSURED MARSHMINICK PC 17548 NW SPRINGVILLE RD. F17 PORTLAND, OR 97229			INSURER(S) AFFORDING COVERAGE INSURER A: Allrisk INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC #		
COVERAGES		CERTIFICATE NUMBER: 00000000-34936		REVISION NUMBER: 6			
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.							
INSTR. LTR.	TYPE OF INSURANCE	ADDL. INSR.	SUBM. W/OVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PSE001 [REDACTED]	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> Hired AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$	Y		PSE00131 [REDACTED]	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	ERRORS AND OMISSIONS A PRODUCT LIABILITY	Y	Y	PSE001 [REDACTED] PSE001 [REDACTED]	07/01/2016 07/01/2016	07/01/2017 07/01/2017	1,000,000 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) [REDACTED] IS CERTIFICATE HOLDER AND ADDITIONAL INSURED PER POLICY BLANKET ADDITIONAL INSURED.							
CERTIFICATE HOLDER [REDACTED] SALEM, OR 97309				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  (TT1)			

Business License

Upon award of contract, Marsh Minick, P.C. will immediately have our registered agent formalize our corporation with the State of Florida in compliance with the solicitation and law, and will submit for Florida Women Owned Small business designation.

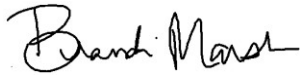
Cost Proposal Pages

Cost proposal submitted in a separate sealed envelope with proposal.

Conclusion

We hope you will consider Marsh Minick, P.C. for the services needed by the City of Fort Lauderdale, Florida. Please contact Marsh Minick, P.C. with any questions.

Thank you,



Brandi Marsh, Principal



Melissa Frick Minick, Principal

Marsh Minick, P.C.
17548 NW Springville Rd. #F17
Portland, OR 97229
Phone: 971-266-1846
Email: Info@MarshMinick.com
Website: www.MarshMinick.com

Principal Resume Enclosures

Principal Resumes

Melissa Frick Minick, MS, CFE, CFCI

Proposed Role: Supervisory Forensic Examiner/Auditor
Relationship Manager for Pennsylvania Turnpike Commission
Office Location: Portland, Oregon
Contract Availability: Full Time

Background Summary:

Over 13 years of experience as a specialist and manager overseeing forensic financial examinations. Minick is skilled at identifying risks and performing data analysis of information to identify red flag activity. She has the ability to manage complex forensic examinations and investigations so that projects get completed according to plans, and that communications and findings are delivered in a clear and easy to understand and meaningful way.

Education

MS, Fraud and Forensics
BS, Business Management, Organization, and Leadership

Certifications

CFE – Certified Fraud Examiner
CFCI – Certified Financial Crime Investigator
FBI – Citizens Academy (Portland, Oregon Chapter)

Brandi Marsh, MS, CFE, CFCI, CAMS

Proposed Role: Lead Forensic Examiner/Auditor
Office Location: Portland, Oregon
Contract Availability: Full Time

Background Summary:

Expert in financial examinations and investigations, with over 19 years as a consultant and auditor specializing in financial forensics and financial crimes. Her experience includes analyzing financial information and related records, often in the course of performing complex investigations of fraud, money laundering, and white-collar crimes. Marsh has worked on extensive projects that are of a sensitive nature, for and on behalf of the government. She is an expert at using multiple resources, tools, and records to achieve meaningful intelligence for our clients.

Education

MS, Fraud and Financial Forensics

BS, Business Accounting

Certifications

CFE – Certified Fraud Examiner

CFCI – Certified Financial Crime Investigator

CAMS – Certified Anti-Money Laundering Specialist