

# CRI

Helping You Shine  
*by Illuminating Solutions*



RFP No. CAUD-170010-DH

*professional services*

## PROPOSAL FOR Gainesville Regional

### Utilities

October 27, 2016

#### PROPOSER

Carr, Riggs & Ingram, LLC  
4010 NW 25<sup>th</sup> Place  
Gainesville, FL 32606  
Phone: (352) 372-6300  
Fax: (352) 375-1583

#### SUBMITTED BY

Frank Mason  
Engagement Partner  
fmason@cricpa.com



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com)

City of Gainesville  
200 East University Ave., Room 339  
Gainesville, FL 32601  
Attn: Diane Holder, Senior Buyer  
Purchasing Division

Dear Ms. Holder:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing, tax, consulting, and client accounting services to the Gainesville Regional Utilities (“GRU”). We are genuinely excited about the prospect of serving you and establishing a long-term relationship. We pride ourselves on getting to know our clients and illuminating solutions by providing innovative **IDEAS** to move them from compliance to providing them a competitive advantage.

**I** **vestment in You.** We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on “Day 1” as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

**D** **edicated Team.** CRI’s team consists of more than 1,300 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

**E** **quilibrium.** CRI delivers big firm expertise with small firm service. Of approximately 45,000 public accounting firms in the United States, CRI currently ranks among the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that’s the best of both worlds for our clients.

**A** **ctive Partner Participation.** Collectively, our partners deliver expertise derived from more than 4,400 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business’ needs and industry. Our hands-on, working partners “show up” to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

**S** **implified Solutions.** Our 225 different cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we’re here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention. The **CRI vSTAR™ process**, our inaugural initiative delivering a virtual audit, is designed to provide you with maximized efficiencies, reduced workload, and an improved experience.





We welcome the opportunity to demonstrate to you the same teamwork, expertise, innovation, and responsiveness that have made us one of the fastest growing public accounting firms in the United States. If you have any questions please don't hesitate to contact me at [fmason@cricpa.com](mailto:fmason@cricpa.com). Again, we appreciate your consideration.

Sincerely,

Frank Mason, CPA  
Engagement Partner

# TABLE OF CONTENTS



YOUR NEEDS	
UNDERSTANDING & MEETING YOUR NEEDS.....	5
YOUR CHOICE: CRI	
FIRM PROFILE.....	6
UTILITIES & COOPERATIVES SERVICES AND SOLUTIONS .....	9
SERVICES OFFERED.....	10
GOVERNMENT CREDENTIALS.....	11
RELEVANT EXPERIENCE .....	12
YOUR SOLUTION TEAM.....	14
DELIVERING QUALITY TO YOU .....	31
WORKING TOGETHER: OVERVIEW	
SHARING CRI’S VALUES WITH YOU .....	33
TRANSITIONING YOU .....	34
WORKING TOGETHER: DETAILS	
CRI AUDIT FRAMEWORK.....	35
CRI AUDIT APPROACH.....	37
PROPOSED AUDIT STRATEGY .....	39
PROPOSED AUDIT TIMING .....	43
THE CRI vSTAR™ PROCESS.....	44
JOINING OUR CONVERSATION.....	45
APPENDIX	
PEER REVIEW REPORT.....	46
INSURANCE CERTIFICATE .....	47
DRUG FREE WORKPLACE FORM .....	48
BID INFORMATION SHEET.....	49
EXHIBIT A – LOCAL PREFERENCE POLICY .....	50
EXHIBIT A – TAX RECEIPT .....	52
EXHIBIT A – ZONING COMPLIANCE PERMIT .....	54
EXHIBIT B - CERTIFICATION OF COMPLIANCE WITH LIVING WAGE.....	56
EXHIBIT C - LIVING WAGE DECISION TREE .....	57
EXHIBIT D - LIVING WAGE COMPLIANCE .....	58
EXHIBIT E - PROPOSAL RESPONSE FORM - SIGNATURE PAGE.....	59
ATTACHMENT A - CONSULTANTS/FIRM CERTIFICATION.....	61
ADDENDUM 1 .....	62
ADDENDUM 2 .....	64
ADDENDUM 3 .....	67



## UNDERSTANDING & MEETING YOUR NEEDS

From the RFP, we understood your team to express the following needs, requests, and/or issues. We've detailed our proposed solutions below and are happy to discuss other related projects as they arise and upon request.

NEEDS & ISSUES		SOLUTIONS & SERVICES
Technical	Management is seeking qualified CPA firms to perform an independent audit over the financial statements of GRU and to provide a separate opinion on whether any default of bond covenants was noted.	Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), in order to express an opinion on GRU's financial statements and an opinion on whether any default of bond covenants was noted.
Technical	Management is seeking a CPA firm with experience auditing utility clients and resources in the areas of bonds, arbitrage, participation contracts, rate design net cost recoverable, derivatives, regulatory accounting and IT auditing.	Utilize our industry experts to consult on utility specific matters as they arise. CRI has approximately 50 professionals with experience auditing utilities.
Relational	Management would like a CPA firm to provide continuous service and to communicate in advance if possible when changes are to be made to the engagement team.	CRI has a strong record of providing consistent staff on engagements over multiple years. As a top-priority client, GRU can expect consistent audit staff to be involved each year, and any proposed staff changes to be communicated and agreed to up-front.
Relational	GRU's management expect open and continuous communication with their CPA firm in order to avoid surprise findings at the end of the audit.	Communicate directly with management regarding the results of our procedures. Anticipate and respond to concerns of management and/or the Audit Committee.
Technological	Utilize technology to maximize efficiencies and reduce costs for firm personnel travel.	If elected the <b>CRI vSTAR™ process</b> begins with the shipment of a kit, requiring from you only a conference room, internet connection, and monitor with a HDMI input. It leverages high definition video conferencing and encrypts all video conferences and data, allowing us to communicate with your team at multiple remote connections.
Availability	Management would like a CPA firm that is available to answer technical questions at any time during the year.	Provide timely responses to questions raised by management. While our standard business hours are Monday to Friday, 8 am to 5 pm, we also endeavor to be available to you outside of business hours, as required.



Text CRI to 66866 to receive CRI News and Alerts.

**85,000**  
Clients in all 50 states  
*plus Canada, Puerto Rico, and overseas military installations*

**20+**  
Markets

**3**  
Divisions of CRI

- AUDITWERX  
SOC reporting & IT assurance
- CRI CAPITAL ADVISORS  
investment banking
- LEVEL FOUR  
wealth management

**8**  
Professional Organization Memberships

- American Institute of Certified Public Accountants (AICPA) Alliance for CPA firms
- AICPA Private Companies Practice Section
- Center for Audit Quality (CAQ)
- Employee Benefit Plan Audit Quality Center of the AICPA
- Governmental Audit Quality Center of the AICPA
- Information Systems Audit and Control Association (ISACA)
- Institute of Internal Auditors (IIA)
- Public Company Accounting Oversight Board (PCAOB)

**9**  
Office Locations in States

**1997**  
Year Founded

**1,300+**  
Professionals

**18**  
Years of Consistent Year-Over-Year Growth (since formation)

**225+**  
Partner Designations

26 are different

CPA	CVA	CGFM
CIE	CMA	FAHM
ABV	CAM	MCSE
CFE	MCP	Cr.FA
CFF	CITP	CGET
AEP	CFSA	CCIFP
CFE	CISA	CMPE
CFP	CTGA	CISSP
PFS	GRISC	

**Professional Association**

PrimeGlobal

MORE ABOUT PRIMEGLOBAL

320 firms in 87 countries with more than 750 offices, 20,000 people

**200+**  
Partners

**4,400+**  
Partner Years of Experience

**Top 25 CPA Firm in the U.S.**

**CRI** CARR RIGGS & INGRAM  
CPAs and Advisors  
CRIcpa.com



Name of Business: Carr, Riggs & Ingram, LLC  
Mailing Address: 4010 NW 25<sup>th</sup> Place, Gainesville, FL 32606  
Telephone: (352) 372-6300  
Fax Number: (352) 375-1583  
Email Address: [fmason@cricpa.com](mailto:fmason@cricpa.com)  
Contact Person: Frank Mason  
Business Hours: Monday-Friday; 8 AM – 5 PM  
Firm Size: Regional  
Legal Status: Limited Liability Corporation, practicing as a Partnership  
Date of Incorporation: 1997  
Location of Office Performing the Work: Gainesville, FL  
Number of Professional Staff in Gainesville Office: 20

### Contributions to the Government Accounting Profession

Outside of the Big 4 accounting firms (Ernst & Young, PricewaterhouseCoopers, KPMG and Deloitte), CRI is the largest and most experienced accounting firm in Florida. Our service capabilities cover an extremely wide range of areas. We currently perform over 200 audits under *Government Auditing Standards* including Counties, Municipalities, Community Development Districts, School Districts, Utility Districts, Fire Districts and Not-for-Profits.

We have always encouraged our professionals to give back to the profession. Following is a listing of some of the contributions of our local team:

- 2010 recipient of the AICPA's **Gold Medal for Distinguished Service**
- Past Chairman of the AICPA Auditing Standards Board
- Co-author of AICPA's Audit Guide, *Audits of State and Local Governments*
- Member of GAO's Advisory Council
- Executive Council member of AICPA's Governmental Audit Quality Center
- Reviewer for GFOA's Certificate of Achievement for Excellence in Financial Reporting program
- Co-author of PPC's *Audits of Local Governments*
- Co-author of PPC's *Guide to Single Audits*
- Member of AICPA's Governmental Accounting and Auditing Committee
- Member of FICPA's Government Standards Review Committee
- Member of FICPA's Peer Review Executive Committee
- Three past-presidents of the North Central Florida Chapter of the FICPA
- Executive committee member of the FICPA's State and Local Government Section
- Chairman of the Accounting and Auditing Committee of CPAmerica International, Inc.
- Member of the Board of Governors of the FICPA
- Member of FICPA's Auditor Selection Task Force
- Member of the Board of Directors of AICPA
- Past Chairman of the Private Companies Practice Section of the AICPA
- Member of AICPA's Peer Review Board
- Member of AICPA's Special Committee of Assurance Services
- Member of the Region IX Trial Board of the AICPA



- Member of the Financial Accounting Standards Advisory Council
- Adjunct faculty of the University of Florida's School of Accounting
- Publisher of articles in the Florida Accounting News, CPA Journal, and Journal of Accountancy
- Member of AICPA's Government Education Subcommittee
- Author of AICPA's Compliance Auditing
- Co-author of AICPA's Maximizing Single Audit Efficiency
- President of the Accounting Research Foundation
- Member of the AICPA's Compliance Auditing Task Force
- Member of FGFOA's Technical Resource Committee
- Recipient of Governmental Accounting Certificate of Education Achievement

We also have an internally generated program which we are sharing with our clients to assist them with the implementation of GASB Statement No. 68. CRI partners and staff serve on numerous committees, boards and expert panels at the state and national level. We also provide speakers at conferences and educational programs on government accounting issues throughout the country.

#### **Nationwide resources available to the firm**

CRI has 44 offices located in 9 states throughout the Southern United States. Over 40% of our audit work is government auditing. Through this extensive involvement in the government arena, we have developed a national reputation for our expertise in government auditing.

#### **Independence**

Carr, Riggs & Ingram, LLC (CRI) is independent with respect to GRU as required by auditing standards generally accepted in the United States of America and the U.S. General Accounting Office's, *Government Accounting Standards*. We have no conflict of interest with 8GRU.

In each of the past 5-years we have held the following professional relationships with GRU:

- Performed the audit of the General Government
- Performed the audit of the Consolidated Police Officers and Firefighters Retirement Plan
- Provided monthly agreed upon procedures related to fuel adjustment calculations
- Performed an examination of the utility taxes

#### **License to practice in Florida**

CRI is licensed to practice in the State of Florida under license AC#4240319. Additionally, all partners assigned to the GRU audit are licensed in the State of Florida as Certified Public Accountants and all team members meet the Yellow Book requirements.



## CRI Utilities & Cooperatives

### SERVICES AND SOLUTIONS

#### Auditing & Accounting Services

- Financial Statement Audits, Reviews & Compilations
- Employee Benefit Plan Audits
- Internal Control Evaluations & Reviews
- Outsourced Accounting Services

#### Tax Services

- Tax Compliance & Consulting – International, Federal, State & Local

#### Consulting Services

- Cash Flow Planning
- Business Process Assessments
- Cost Management Analyses
- Business Valuations
- Succession Planning
- Anti-Fraud Consulting
- Fraud Examinations
- Litigation Support
- Merger & Acquisition Assistance – Including Due Diligence
- IT Audit & Assurance – Including Compliance Reviews, IT Forensic Services, and Internal IT Controls Testing
- IT Operational Business Process Development and Review – Including IT Disaster Recovery and Business Continuity, IT Risk Assessment, and IT Governance

Like most businesses, maximizing efficiency is imperative to the overall profitability of utilities and cooperatives, but gaining efficiencies often proves even more complex given the intersection of customer demand, population growth, and economic activity. Management of utilities and co-ops also faces continuing compliance complexity at both the federal and state level that can impact their ability to recover costs from customers. Meanwhile, management must also consider additional external factors such as supply cost volatility and increasing environmental regulations.

Given these complexities, it's crucial for utilities and cooperatives to choose a CPA firm that understands their industry and regulatory environment. CRI's utility clients consist of privately-owned, cooperative, and municipal organizations. We can assist in addressing compliance requirements and creating forecasts and projects to help manage seasonal cash flow. Additionally, many of our clients also receive federal grants or loans – such as those linked to the American Recovery and Reinvestment Act of 2009. Our team can assist you with a better understanding of any obligations related to Single-Audit or Yellow Book requirements.

Let the CRI utilities and cooperative team help you design, analyze, and execute a plan designed to achieve financial long-term success.



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com) | [blog.cricpa.com](http://blog.cricpa.com)

Enterprise Geneva

(334) 347-0088 (334) 684-2266

**National Strength. SOUTHERN ROOTS.**

ALABAMA | FLORIDA | GEORGIA | KENTUCKY | LOUISIANA | MISSISSIPPI | NORTH CAROLINA | TENNESSEE | TEXAS



## SERVICES

In addition to traditional accounting and tax services, CRI offers a variety of other non-audit services.

Our traditional and non-traditional services include

- | <b>Traditional</b>   | <b>Non-Traditional</b>   |
|--|--|
| <ul style="list-style-type: none"> <li>• Financial Statement Audits</li> <li>• Single Audits</li> <li>• Attestation services</li> <li>• Financial Statement Preparation</li> <li>• GFOA Certificate of Achievement for Excellence in Financial Reporting assistance</li> <li>• Bond services</li> <li>• IT Audit and Advisory services</li> <li>• Review and Compilation services</li> <li>• Various Tax services</li> </ul> | <ul style="list-style-type: none"> <li>• State and local tax (SALT) and international tax planning</li> <li>• Mergers, acquisitions and liquidations</li> <li>• Forensic and valuation services</li> <li>• Affordable Care Act compliance</li> <li>• Information systems consulting and cybersecurity</li> <li>• Wealth management</li> <li>• Internal audit services</li> </ul> |

Should such needs arise, CRI has a team that can offer the support required. **In each such case, CRI will closely scrutinize relevant independence requirements to ensure continued compliance, specifically the more stringent Government Auditing Standards requirements.**

Auditwerx, a division of CRI, performs SOC attestation services for organizations in almost every state in the United States plus Canada. Our team travels the globe and delivers more than 200 detailed, high-quality SOC reports every year. Additionally, as a division of Carr, Riggs & Ingram (CRI), one of the top 25 CPA firms in the U.S., Auditwerx combines the assets and experience of a super-regional firm with the accessibility and one-to-one attention of a boutique firm. The result is that our clients benefit from the efficiencies provided by the systems of a large CPA firm coupled with the expertise of a team that exclusively performs SOC 1, SOC 2, and SOC 3 reports. Further, we have the IT skills, knowledge, and designations required to underpin a quality SOC report—one that correctly identifies and tests the right processes, systems, and controls. Specifically, Auditwerx professionals are well-versed in CICA, ISAB, ISACA, and AICPA attestation standards (SSAE) and also in ISAE and CSAE auditor regulations.

Carr, Riggs & Ingram Capital Advisors is a merger- and acquisition-focused firm providing investment banking services to lower-middle market companies. Clients typically generate between \$5 million and \$150 million in annual sales with valuations ranging from \$5 million to \$100 million+. We have experience across a broad range of industries such as manufacturing, healthcare, business services, energy services, and more. We take a roll-up-your-sleeves approach to your business' upcoming transition so that we can help you make it to the endgame.

Level Four® Advisory Services guides individuals, families, business owners, and corporations on the journey to optimizing their financial strengths. Level Four® provides a variety of wealth management services, including retirement planning, education funding, employee and executive benefits, and risk management.

## OTHER MATTERS

Neither CRI nor any of its partners has been involved in any recent disciplinary actions, investigations or other actions by the AICPA, SEC, PCAOB or other regulatory bodies.



During the 7 years we have worked with Carr, Riggs & Ingram, I have found that their team has tremendous expertise in local government financial operations. They have demonstrated a keen understanding of our risks and worked with our city officials to develop sensible solutions to mitigate those risks. Moreover, they have provided us with a number of suggested “best practices” in day-to-day operations and have helped document the way we do things. I can say without question that Carr, Riggs & Ingram has truly made a measurable difference for the City of Moultrie and its finance department. I would recommend them for any work for which they are under consideration.

– Gary McDaniel, Finance Director  
 City of Moultrie, Georgia

## RELEVANT EXPERIENCE



CRI delivers a depth of resources that ensures our understanding of your challenges and innovative solutions for overcoming them. Our governmental team's 1,100+ years of combined experience is derived from providing audit and accounting outsourcing services to a client base that includes:

- 450+ governmental entity clients across the South totaling approximately \$22 billion in total revenues,
- Perform single audits for approximately 30% of all governmental clients, and
- Municipality clients of up to \$550 million in total revenues.

We parlay this vast experience and derived best practices into proven solutions that benefit you.

Below we share specific, relevant client references; we encourage you to consult with them.

RELATIONSHIP	TIMELINE	SCOPE OF WORK	TOTAL HOURS	ENGAGEMENT PARTNER
<b>Huntsville Utilities</b> Huntsville, AL Ted Phillips Chief Financial Officer (256) 535-1350	2011– Present  Biennial rotation	External Audit	750	Bruce Averett
<b>Military Point Wastewater Treatment Facility</b> Joey Rogers Chief Deputy Clerk, Bay County (850) 747-5215	2005 – Present	External Audit Single Audit	350	Frank Mason
<b>City of Jacksonville</b> Phillip Peterson Council Auditor (904) 630-1625	2015 – Present	Financial and Single Audit CAFR AG Attestations Smooth Auditor Transition	2600	Harold Monk & Rob Lemmon
<b>West Florida Electric Cooperative Graceville, Florida</b> Russell Dunaway, Executive VP/CEO (850) 263-3231	2014– Present	Audit and Special Projects	450	J. Michael Maddox & Bruce Averett
<b>Southeast Alabama Gas District</b> Greg Henderson Chief Executive Officer (800) 660-8683	2013– Present	Audit	600	J. Michael Maddox



For an example of our team's expertise, watch a CRI video blog by partners Lanny White and Tom Carmichael discussing [Governmental Budgeting in Challenging Times](#). Just snap this QR code with your mobile phone to download or visit [cricpa.com](http://cricpa.com) to view one of our 100+ videos.

## RELEVANT EXPERIENCE



CRI’s electric utility industry expertise is focused primarily in our Florida Alabama and Kentucky offices. In addition, in order to ensure the highest quality service to our clients, CRI has structured its service model vertically along industry lines, rather than geographically. This ensures that we can assemble the most appropriate team to service GRU, regardless of the physical location of our team members.

In addition to the specific references we provided on the previous page, we have provided an additional list of select clients that operate within your industry for your consideration.

### Governmental and Utility Companies

RELATIONSHIP	INDUSTRY
<b>Wiregrass Electric Cooperative</b>	Electric Utility
<b>Choctawhatchee Electric Cooperative</b>	Electric Utility
<b>South Mississippi Electric Power Association</b>	Electric Utility
<b>Alachua County, Florida</b>	County Government
<b>St. Johns County, Florida</b>	County Government
<b>Louisiana Citizens Property Insurance Co.</b>	Component Unit-St of LA/Bond Issue
<b>City of Tallahassee Utilities</b>	Electric, Gas, Water/Sewer
<b>Mississippi Public Service Commission</b>	Fuel Cost Adjustment Study
<b>City of Enterprise, Alabama</b>	Local Government/Bond Issue
<b>Geneva County Gas District</b>	Local Government Utilities
<b>City of Green Cove Springs Utilities</b>	Electric Utility
<b>City of Palatka Gas Authority</b>	Gas Utility
<b>Florida Municipal Electric Association</b>	Association of Electric Utilities

Additionally, Rob Lemmon, the audit manager for our team has additional specific utility experience including:

- GRU Utility Tax Review
- GRU Fuel Adjustment Review
- Jacksonville Electric Authority (JEA) pension cost allocation study
- Salt River Project (Phoenix Electric Utility audit)
- Southern California Edison (Electric Utility audit)
- Bermuda Electric Light Company Ltd. (Electric Utility audit)
- Military Point Advanced Water Treatment Facility audit

## YOUR SOLUTION TEAM



We have assembled a team of professionals who will ensure the highest level of personal dedication and professional excellence to you. Our team delivers exceptional services through a balanced blend of skills (service-driven, industry-specific, technical, and business) and experience that we know are important to you.





**Frank Mason**  
Partner

[fmason@cricpa.com](mailto:fmason@cricpa.com)

### Representative Clients

- Alachua County, Florida
- Levy County, Florida
- Citrus District School Board
- City of Cross City, Florida
- City of Treasure Island, Florida
- Sumter County, Florida
- City of Fanning Springs, Florida
- Town of Yankeetown, Florida
- City of Chiefland, Florida
- Town of Inglis, Florida
- City of New Port Richey, Florida
- Military Point Advanced Wastewater Treatment Facility
- Florida High School Athletic Association, Inc.
- Girl Scouts of Gateway Council, Inc.
- Hippodrome State Theatre, Inc.
- Okeechobee Council on Aging, Inc.
- Gainesville Council on Aging, Inc.
- PACE Center for Girls, Inc.
- Bradenton Council on Aging, Inc.
- LifeSouth Community Blood Centers, Inc.
- Five Points of Life Foundation

### Experience

Frank Mason has worked in the accounting profession for 25 years specializing in audit, tax and accounting services for governmental entities, common interest realty associations, construction, not-for-profits, manufacturing, wholesale and retail sales, and professional service entities.

In 1998, Frank was appointed to the FICPA's Committee on Accounting Principles and Auditing Standards and in 2002 served as the Committee's Chairman. Prior to moving to Gainesville in 2007, Frank was a member of the Atlantic Chapter of the FICPA where he served as treasurer, secretary, president-elect and president. Frank is currently a member of the North Central Florida Chapter of the FICPA, where he also has served as treasurer, secretary, president-elect and president. Frank currently serves on the FICPA Chapter Operations Committee.

Frank has been very active in the communities he has lived. He has served on the board of directors of Delray Beach Kiwanis as treasurer, president-elect and president. He has served on the board of directors of the Delray Beach Boys and Girls Club as treasurer, assisting in fundraising over \$5 million for the construction of a new facility. Frank was the charter treasurer of the Triad Gator Booster Club, located in the Greensboro, High Point, and Winston-Salem, North Carolina area. Frank has served as president of and is currently on the board of directors of the Gainesville High School Band Boosters. Frank also currently serves as the treasurer of the Gainesville Youth Chorus.

### Education, Licenses & Certifications

- BS, Accounting, University of Florida
- Certified Public Accountant

### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Society of Certified Public Accountants (FICPA)



## Continuing Professional Education

*June 1, 2014 through June 30, 2016*

Date	Course	Credit Hours
6/20/2014	2014 Employee Benefit Plan Audit Updates	6.0
6/27/2014	2014 Governmental A&A Seminar	8.0
10/3/2014	2014 Update Audits of Local Governments	1.5
10/3/2014	2014 Update Audits of Local Governments	6.0
10/29/2014	IT Audit Assurance Level 1	34.0
12/10/2014	XCM Training – Power Users	2.0
12/15/2014	XCM Training – In-Charge User	2.0
2/2/2015	FICPA A&A Update	3.0
4/8/2015	NCF FGFOA Seminar	8.0
5/4/2015	Understanding Yourself & Others	18.0
5/5/2015	Part 1: Employee Benefit Plan Update	2.0
5/5/2015	Advanced IT Audit & Assurance Update	2.0
5/5/2015	Introduction to Healthcare Accounting	2.0
5/6/2015	GASB/ASB Workshop	2.0
5/6/2015	GASB & Yellow Book Update	2.0
5/6/2015	FASB Update	2.0
5/6/2015	Not-for-Profit: Special Topics	2.0
5/7/2015	ASB & Special Topics Update	2.0
5/7/2015	Part 2: Employee Benefit Plan Update	2.0
5/7/2015	Cost reporting	2.0
5/14/2015	Ethics Protecting the Integrity of Florida CPAs	4.0
6/26/2015	Governmental Accounting & Auditing Seminar	8.0
7/7/2015	XCM A&A Training In-Charge Users	2.0
10/2/2015	Introd. To Gov Acct. Fin Report & Audit	7.0
10/9/2015	Update – Audits of Local Governments	3.0
11/17/2015	Partners Meeting	12.0
12/6/2015	Tax Update	.10
4/20/2016	FGFOA	8.0
5/2/2016	Effective Delegation	6.0
5/2/2016	State of the Firm Address	2.0
5/3/2016	Not-for-Profit Update	2.0
5/3/2016	Part 1: Employee Benefit Plan Update	2.0
5/3/2016	GASB & Yellow Book Update	2.0
5/4/2016	Part 1: Ae3 Audit Process – Practical Examples & Monitoring	2.0
5/4/2016	Virtual Audit	2.0
5/4/2016	ASB & Special Topics Update	2.0
5/4/2016	Part II: Ae3 Audit Process – Practical Examples & Monitoring	2.0
5/5/2016	Cost Reporting	2.0
5/5/2016	FASB Update	2.0



## Continuing Professional Education

*June 1, 2014 through June 30, 2016*

<b>Date</b>	<b>Course</b>	<b>Credit Hours</b>
5/5/2016	BV Tools, Processes and Reporting Standards	2.0
5/10/2016	AICPA Employee Benefit Plans Conference	7.5
5/11/2016	AICPA Employee Benefit Plans Conference	10.5
5/12/2016	AICPA Employee Benefit Plans Conference	5.5



## YOUR SOLUTION TEAM



J. Michael Maddox  
Consulting Partner

[mmaddox@cricpa.com](mailto:mmaddox@cricpa.com)

### Representative Clients

- West Florida Electric Cooperative
- Huntsville Utilities
- Southeast Alabama Gas District
- Geneva County Gas District
- Water Works and Electric Board - City of Elba
- Pea River Electric Cooperative
- Clarke-Washington EMC
- Covington Electric Cooperative
- Pioneer Electric Cooperative
- South Alabama Electric Cooperative
- Southern Pine Electric Cooperative
- Wiregrass Electric Cooperative
- The Utilities Board of the City of Opp, AL
- Louisiana Citizens Property Insurance Corporation

### Experience

With more than 20 years in the public accounting arena, Michael offers significant experience in serving clients in a variety of industries including public utilities, insurance, manufacturing, construction, not-for-profit and employee benefit plans. Michael has served clients throughout the Southeast ranging in size from sole proprietorships and individual tax clients to large, multi-national corporations and high wealth individuals. Prior to joining CRI, Michael was a manager with Jackson Thornton and Company (JTC). During his tenure with JTC Michael specialized in audits of member owned electric cooperatives, including six PSEC members.

Michael also provides litigation support, business valuation, and forensic accounting services, as well as expert witness testimony.

Michael currently serves as an active member of CRI's Quality Control Committee.

### Education, Licenses & Certifications

- BS, Accounting and Business Administration, TROY University
- Certified Public Accountant
- Certified Fraud Examiner
- Certified Valuation Analyst

### Professional Affiliations

- American Institute of Certified Public Accountants
- Alabama Society of Certified Public Accountants
- Association of Certified Fraud Examiners
- National Association of Certified Valuation Analysts



## Continuing Professional Education

*June 1, 2014 through June 30, 2016*

Date	Course	Credit Hours
10/8/2014	20 Ways to Calculate Cost of Capital	2.0
10/24/2014	Current Update in Valuations	8.0
11/17/2014	CRI Equity Partners Meeting	1.0
11/18/2014	CRI Partners Meeting	12.0
12/2/2014	Refresher on the R&M Regulations along with Associated Form 3115s	1.0
5/1/2015	Deterring Fraud in your Organization, Part 1	2.0
5/1/2015	Deterring Fraud in your Organization, Part 2	2.0
5/4/2015	Introductory Due Diligence	2.0
5/4/2015	ASB Special Topics & Update	2.0
5/4/2015	The Anatomy of a Deal	2.0
5/5/2015	Part 1: Employee Benefit Plan Update	2.0
5/5/2016	Not-for-Profit Update	2.0
5/5/2015	Part 3 OMB/Single Audit: Practical Exercises	2.0
5/6/2015	GASB & Yellow Book Update	2.0
5/6/2015	Not-for-Profit: Special Topics	2.0
5/7/2015	Part 1: Insurance Audits 101	2.0
5/7/2015	GAAP/SAP Insurance Update/Current Events	2.0
5/7/2015	Part 2: Insurance Audits 101	2.0
7/7/2015	XCM – A&A Training In-Charge Users	2.0
9/15/2015	Governmental and Non-Profit Update	9.0
11/17/2015	Partner’s Meeting	12.0
2/13/2016	2016 Tax Process Handbook Training	4.0
3/1/2016	New Hitchner Pratt Fishman Guide Select Controversial Issues in Valuation	2.0
5/2/2016	State of the Firm Address	2.0
5/2/2016	ASB Special Topics & Update	2.0
5/2/2016	FASB Update	2.0
5/2/2016	Due Diligence Analysis	2.0
5/3/2016	Parts I, II, III Ae3 Audit Process Practical Examples & Monitoring	6.0
5/4/2016	Manufacturing A&A Issues	2.0
5/4/2016	Fraud Case Studies	2.0
5/5/2016	Cyber Security	2.0
5/5/2016	GASB & Yellow Book Update	2.0
5/5/2016	Entity Selection Options	2.0
5/5/2016	BV Tools, Processes & Reporting Standards	2.0
5/6/2016	Part I Introduction to single Audits	2.0
5/6/2016	Part IV Single Audit Practical Exercises	2.0
5/6/2016	Part II Determination of Awards	2.0
5/6/2016	Performing an ALTA Best Practices Compliance Attestation	2.0
7/28/2016	Compensation Job Aid for IRS Valuations	2.0
9/22/2016	How to defend your Business Valuation – Detailed Discussion	2.0



**Bruce Averett**  
EQR Partner

baverett@cricpa.com

### Representative Clients

- West Florida Electric Cooperative
- Wiregrass Electric Cooperative
- Huntsville Utilities
- Geneva County Gas District

### Experience

Bruce has more than 30 years' experience in providing accounting, audit and taxes services primarily to small businesses and for-profit entities. Included in his numerous years of auditing experience is Bruce's 20 years' experience as audit manager of member owned electric cooperatives with revenues in excess of \$30 million. Bruce has also managed the audit of a not-for-profit municipal-owned natural gas utility for more than 15 years.

### Education, Licenses & Certifications

- BS, Accounting, University of Alabama
- Certified Public Accountant

### Professional Affiliations

- American Institute of Certified Public Accountants
- Alabama Society of Certified Public Accountants

## CONTINUING PROFESSIONAL EDUCATION



### Continuing Professional Education

*June 1, 2014 through June 30, 2016*

Date	Course	Credit Hours
10/17/2014	2014 Governmental & Nonprofit Update	9.0
11/17/2014	CRI Equity Partners Meeting	1.0
11/18/2014	Partner's Meeting	12.0
12/2/2014	Refresher on the R&M Regulations along with Associated Form 3115s	1.0
12/15/2014	XCM Training In-Charge Users	2.0
12/17/2014	Tax Update Webinar December 17, 2014	1.0
5/4/2015	Compilation & Review Engagements	2.0
5/4/2015	Disruptive Innovation in client Accounting	2.0
5/4/2015	Reinventing the Way We Work and Engage Clients	2.0
5/4/2015	FASB Update	2.0
5/5/2015	COSO 2013	2.0
5/5/2015	Not-for-Profit Update	2.0
5/5/2015	Advanced IT Audit & Assurance Update	2.0
5/5/2015	Ae3 Audit Process – Practical Examples & Monitoring	2.0
5/6/2015	Psychology of a Fraud	2.0
5/6/2015	GASB/ASB Workshop	2.0
5/6/2015	Analytics	2.0
5/6/2015	GASB & Yellow Book Update	2.0
5/7/2015	Construction Contractors Issues	2.0
5/7/2015	Financial Statement Fraud	2.0
5/7/2015	ASB Special Topics & Update	2.0
5/7/2015	Sampling Using PPC	2.0
7/15/2015	XCM A&A Training In-Charge Users	2.0
9/18/2015	Governmental and Non-Profit Update	9.0
11/17/2015	CRI Partners Meeting	12.0
12/16/2015	Year-End Tax Update	1.0
1/8/2016	CRI Tax Process Handbook	2.0
5/2/2016	Compilation & Review engagements	2.0
5/2/2016	State of the Firm address	2.0
5/2/2016	FASB Update	2.0
5/2/2016	Future of Financial Advice & Financial Planning and the Tax Return	2.0
5/3/2016	Parts 1&2 Ae3 Audit Process – Practical Examples & Monitoring	4.0
5/3/2016	Advanced IT Audit & Assurance Update	2.0
5/3/2016	ASB Special Topics & Update	2.0
5/4/2015	S Corporations Advanced	2.0
5/4/2015	Virtual Audit	2.0
5/4/2016	Fraud Case Studies	2.0
5/4/2016	Advanced Partnership Taxation Topics Part I	2.0
5/5/2016	GASB & Yellow Book Update	2.0
5/5/2016	Construction Contractors Issues	2.0
5/5/2016	GASB/ASB Workshop	2.0
5/5/2016	Manufacturing A&A issues	2.0



## Rob Lemmon Audit Manager

rlemmon@cricpa.com

### Representative Clients

- City of Gainesville, Florida
- GRU (utility tax review)
- GRU (fuel adjustment review)
- Military Point Advanced Water Treatment Facility
- City of Jacksonville, Florida
- JEA
- Salt River Project (Phoenix Electric Utility)
- Southern California Edison
- Bermuda Electric Light Company, Ltd. (Bermuda Electric Utility)
- City of Wildwood, Florida
- Girl Scouts of Gateway Council
- PCM, Inc. (formerly PC Mall)
- RenTech, Inc.
- Redstone PLC (UK Telecom)

### Experience

Rob has 7 years of audit experience with PricewaterhouseCoopers specializing in telecoms, utilities and retail sectors performing annual audits for publicly listed entities (including utilities), private companies, non-profit entities and governmental entities.

Rob has performed quarterly review procedures over internal controls, and reviews and testing procedures for his publicly listed clients. He has assisted in the preparation of financial statements for his clients and has conducted compliance audits (A-133/Single Audits) for governmental entities.

Rob's utility experience was gained while he was at PricewaterhouseCoopers for 7 years. He served as the audit manager for 2 years (2012-2013) on the audit of the Salt River Project, a Phoenix based publicly held electric utility. Those audits included auditing the acquisition of a new natural gas plant and the related purchased power agreements. He was also responsible for auditing their investment portfolio which included a variety of complex derivatives and other instruments. Additionally, he was responsible for testing revenues including the use of SMART meters and measuring coal inventory using GPS measuring techniques. He has further experience working on the audit of the Southern California Edison Company (a California based publicly held electric utility). While with PWC in Bermuda (2009-2011) he served as the audit manager for the audit of the National Electric Company for Bermuda and the National Telecom provider of Bermuda. Rob joined CRI in October 2013.

Rob worked for PricewaterhouseCoopers at their London, Bermuda and Los Angeles offices. He is proficient in US, UK and Canadian GAAP as well as IFRS. While in Bermuda, Rob began working with the local utility, telecom, water company and various non-profits.

While in Los Angeles, Rob also participated in PricewaterhouseCoopers' recruiting process at the University of Southern California which involved his teaching an audit class to accounting students.

### Education

- BA, Business Accounting and Finance, University of Newcastle upon Tyne, England
- Chartered Accountant licensed with the Institute of Chartered Accountants in England and Wales
- CPA Examinations - Passed

### Professional Affiliations

- Florida Institute of Certified Public Accountants

# CONTINUING PROFESSIONAL EDUCATION



## Continuing Professional Education

*June 1, 2014 through June 30, 2016*

<b>Date</b>	<b>Course</b>	<b>Credit Hours</b>
6/20/2014	CRI 2014 Employee Benefit Plan Update	2.0
6/27/2014	Governmental A&A Seminar	8.0
9/24/2014	Bank Internal Audit Day 1	8.0
9/25/2014	Bank Internal Audit Day 2	8.0
9/26/2014	Bank External Audit Re-engineering	6.0
10/3/2014	Update Audits of Local Governments	7.0
12/15/2014	XCM Training In-Charge User	2.0
5/4/2015	Effective Delegation	6.0
5/5/2015	COSO 2013	2.0
5/5/2015	Part 3 OMB/Single Audit: Practical Exercises	2.0
5/5/2015	Determination of Awards (Major Programs)	2.0
5/5/2015	Ae3 Audit Process – Practical Examples & Monitoring	2.0
5/6/2015	Analytics	2.0
5/6/2015	GASB & Yellow Book Update	2.0
5/6/2015	GASB/ASB Workshop	2.0
5/7/2015	ASB Special Topics & Update	2.0
5/7/2015	Financial Statement Prep. & Private Company Council Standard	2.0
5/7/2016	Part 2: Employee Benefit Plan Update	2.0
5/7/2016	Financial Statement Fraud	2.0
6/26/2015	CRI Governmental Accounting & Auditing Seminar	8.0
7/7/2015	XCM A&A Training In-Charge User	2.0
10/25/2015	Introd to Gov Acct Fin Report & Audit	7.0
10/9/2015	Update – Audits of Local Governments	6.0
10/9/2015	Update – Audits of Local Governments	3.0
5/2/2016	Growth the CRI Way	6.0
5/2/2016	State of the Firm Address	2.0
5/3/2016	Not-for-Profit Update	2.0
5/3/2016	GASB & Yellow Book Update	2.0
5/3/2016	Parts 1&2 Employee Benefit Plan Update	4.0
5/4/2016	Parts I & II Ae3 Audit Process – Practical Examples & Monitoring	4.0
5/4/2016	Hot Topics: Peer Review Recap	2.0
5/4/2016	ASB Special Topics & Update	2.0
5/5/2016	Audits of Financial Institutions – Advanced Topics	2.0
5/5/2016	GASB/ASB Workshop	2.0
5/5/2016	FASB Update	2.0
5/5/2016	Current Topics – Financial Institutions	2.0
5/5/2015	Virtual Audit	2.0
5/6/2016	Part II Determination of Awards (Major Programs)	2.0
6/10/2016	Governmental A& A Update	8.0



Mary Leslie  
Audit Manager

mleslie@cricpa.com

### Representative Clients

- Huntsville Utilities
- Holmes County, Florida
- Town of Wausau, Florida
- Town of Ponce de Leon, Florida
- Northwest Florida Water Management District

### Experience

Mary has over 9 years of experience serving a diverse client base. Her early experience was primarily in banking, having served SEC clients, as well as many community banks across Alabama and Georgia. Mary also has extensive experience in ICFR testing, including Sarbanes-Oxley testing at Army Fleet Support (AFS) and National Security Group (NSG). She currently manages several small to medium-sized healthcare entities in the Southeast. In addition, Mary manages various governmental entities, including cities and utility boards and provides employee benefit plan auditing services for numerous defined contribution and defined benefit plans. She currently manages one of the firm's public company audits. She also has experience preparing various types of federal and state tax returns. Mary teaches in CRI's Leadership Academy and at the firm's annual CPE week.

### Education, Licenses & Certifications

- BS, Accounting and Business Administration, TROY University
- MBA, Accounting Emphasis, TROY University
- Certified Public Accountant

### Professional Affiliations

- American Institute of Certified Public Accountants
- Alabama Society of Certified Public Accountants

# CONTINUING PROFESSIONAL EDUCATION



## Continuing Professional Education

*June 1, 2014 through June 30, 2016*

<b>Date</b>	<b>Course</b>	<b>Credit Hours</b>
10/17/2014	2014 Governmental & Nonprofit Update	9.0
12/15/2014	XCM Training In-Charge User	2.0
5/4/2015	Compilation & Review Engagements	2.0
5/5/2015	Part 3: OMB/Single Audit: Practical Exercises	2.0
5/5/2015	Part 1: Employee Benefit Plan Update	2.0
5/5/2015	Cost Reporting	2.0
5/5/2015	Risk Assessment PCAOB	2.0
5/6/2016	GASB & Yellow Book Update	2.0
5/6/2015	Analytics	2.0
5/6/2015	FASB Update	2.0
5/6/2015	GASB/ASB Workshop	2.0
7/8/2015	XCM A&A Training In-Charge Users	2.0
9/18/2015	Governmental and Non-Profit Update	9.0
2/13/2016	2016 Tax Process Handbook Training – 2	3.0
5/2/2016	State of the Firm Address	2.0
5/2/2016	Integrity the CRI Way: Giving Voice to Values	6.0
5/3/2016	Thomson Reuters Demonstration	2.0
5/3/2016	Part 1: Employee Benefit Plan Update	2.0
5/3/2016	GASB & Yellow Book Update	2.0
5/3/2016	Part II: Employee Benefit Plan Update	2.0
5/4/2016	Hot Topics: Peer Review Recap	2.0
5/4/2016	Compilation & Review Engagements	2.0
5/4/2016	Part II: Ae3 Audit Process – Practical Examples and Monitoring	2.0
5/5/2016	Virtual Audit	2.0
5/5/2016	Cyber Security	2.0
5/5/2016	GASB/ASB Workshop	2.0
5/5/2016	Advanced Healthcare Topics	2.0
5/6/2016	Part III: Understanding & Testing Compliance Requirements	2.0
5/6/2016	Risk Assessment – PCAOB	2.0
5/6/2016	SEC Accounting Update	2.0
6/23/2015	Yellow Book and Single Audit Deficiencies	5.0



**Betty Audette**  
Senior Accountant

baudette@cricpa.com

### Representative Clients

- City of Gainesville, Florida
- GRU (fuel adjustment review)
- Alachua County, Florida
- Sumter County, Florida
- Levy County, Florida
- Bradford District School Board
- Citrus Information Cooperative
- City of Wildwood, Florida
- Dixie County, Florida
- Gilchrist County, Florida
- Town of Howey-in-the-Hills, Florida
- Jefferson County District School Board Internal Accounts
- Mary Mae Financial, LLC
- Mid Florida Area Agency for Aging
- Paradigm Management Team, LLC
- Edutainment Live LLC.

### Experience

Betty began working with CRI in October of 2013. She has participated in the audits of various governmental entities, including counties and their constitutional officers, municipalities, and special districts. She has also participated in the audits of non for profit entities. With these, she has been involved in performing tests of internal controls, tests of compliance, analysis and other audit procedures, as well as preparing financial statements, Annual Financial Reports, and Data Collection Forms for these various entities.

### Education

- BS, Business Administration/Accounting from University of New Mexico
- MAcc, Saint Leo University

### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)

# CONTINUING PROFESSIONAL EDUCATION



## Continuing Professional Education

*June 1, 2014 through June 30, 2016*

<b>Date</b>	<b>Course</b>	<b>Credit Hours</b>
6/20/2014	Employee Benefit Plan Audit Updates	2.0
6/27/2014	Governmental A&A Seminar	8.0
7/9/2014	The New GASB Pension Statements & the New Single Audit	3.0
10/3/2014	Update: Audits of Local Governments	7.0
12/15/2014	XCM Training In-Charge User	2.0
1/14/2015	FGFOA Fraud & Performance Management	3.0
5/4/2015	Teamwork	6.0
5/5/2015	COSO 2013	2.0
5/5/2015	Part 3: OMB/Single Audit: Practical Exercises	2.0
5/6/2015	Psychology of a Fraud	2.0
5/6/2015	Analytics	2.0
5/6/2015	Compilation & Review Engagements	2.0
5/6/2015	GASB & Yellow Book Update	2.0
5/7/2015	Financial Statement Preparation & Private Company Council Standards	2.0
5/7/2015	Financial Statement Fraud	2.0
5/7/2015	ASB Special Topics & Update	2.0
5/7/2015	Sampling Using PPC	2.0
6/26/2015	Government Accounting & Auditing Seminar	8.0
7/7/2015	XCM A&A Training In-Charge Users	2.0
10/2/2015	Introd to Gov Acct Fin Report & Audit	7.0
10/9/2015	Update – Audits of Local Governments	7.0
12/16/2015	Tax Update	1.0
5/2/2016	Client Service the CRI Way	6.0
5/2/2016	State of the Firm Address	2.0
5/3/2016	Client Service the CRI Way	6.0
5/3/2016	Part 1: Employee Benefit Plan Update	2.0
5/3/2016	Not for Profit Update	2.0
5/3/2016	GASB & Yellow Book Update	2.0
5/3/2016	Financial statement Preparation & Private Company Council Standards	2.0
5/4/2016	ASB Special Topics & Update	2.0
5/4/2016	Parts I & II Ae3 Audit Process – Practical Examples & Monitoring	4.0
5/4/2016	Hot Topics: Peer Review Recap	2.0
5/5/2016	FASB Update	2.0
5/5/2016	Cyber Security	2.0
5/5/2016	GASB/ASB Workshop	2.0
5/5/2016	Introduction to Governmental Accounting	2.0
5/6/2016	Part I Introduction to Single Audits	2.0
5/6/2016	Part III Understanding & Testing Compliance Requirements	2.0
5/6/2016	Part II Determination of Awards (Major Programs)	2.0
6/10/2016	Governmental Accounting & Auditing Seminar	8.0



### Eddy Blaise Senior Auditor

eblaise@cricpa.com

#### Representative Clients

- City of Jacksonville, Florida
- RTI Surgical, Inc.
- Caring & Sharing Learning School
- Power Grid Engineering, LLC
- Swisher International, Inc.
- East Central Florida Outpatient Imaging, LLC
- Florida Blue
- Everbank
- Johnson & Johnson Vision Care, Inc.

#### Experience

Eddy is an auditor in the Gainesville office of Carr, Riggs & Ingram, LLC (CRI). His responsibilities have included performing tests of internal controls, substantive and analytical audit procedures, and financial statement presentations.

As a Senior Auditor in the audit department, Eddy supervises and performs a variety of audit services for an array of client groups. Those client groups include not-for-profit organizations, healthcare and governmental entities, as well as performing procedures under the Federal and Florida Single Audit Acts.

Prior to joining CRI, Eddy worked for large national accounting firms in Orlando and Jacksonville, Florida. Eddy has a diverse industry experience in providing attest services to various entities, including public, nonpublic, nonprofit, governmental and healthcare. In his auditing career, Eddy has been tasked with being responsible for selecting and focusing the necessary resources for the success of audit engagements, understanding client's industry and identifying key issues and risks, formulating the audit plan, and ensuring compliance with generally accepted auditing standards.

#### Education, Licenses & Certifications

- BS, Economics, University of Florida
- MA, Accountancy, Southern New Hampshire University

#### Professional Affiliations

- Certified Fraud Examiner (CFE)
- American Association of certified Public Accountants (AICPA)



**David Mills**  
IT Partner

[dmills@cricpa.com](mailto:dmills@cricpa.com)

### Representative Clients

- Huntsville Utilities, Alabama
- City of Gainesville, Florida
- City of Jacksonville, Florida
- City of Port Orange, Florida
- Alachua County, Florida
- Clay County, Florida
- Pinellas District School Board
- St. Johns County, Florida
- City of Troy, Alabama
- City of Largo, Florida
- City of New Port Richey, Florida
- City of Longboat Key, Florida
- City of Tallahassee, Florida
- Holmes County, Florida
- Walton County, Florida
- Leon County Schools, Florida
- Flagler County, Florida
- Jefferson Parrish Schools, Louisiana
- Tangipahoa Parrish Schools, Louisiana
- Retirement Systems of Alabama
- Jackson County, Florida
- Washington County, Florida

### Experience

David has over 20 years of IT experience. His specialties include IT compliance/audit, IT security, risk analysis, disaster recovery, network design, installation and implementation. David's accomplishments include IT assessments/audits for Sarbanes Oxley (SOX) compliance, Health Insurance Portability and Accountability Act (HIPAA), Gramm Leach Bliley (GLB), Federal Financial Institutions Examinations Council (FFIEC), SAS 70, retirement plans and the Bank Secrecy Act. David served as an IT liaison for many education and government agencies.

David has designed, configured and installed complete IT systems for large and medium size local and state government, education, financial, legal, medical and manufacturing entities. David has served on the faculty of Troy University as an Adjunct Professor, a speaker and instructor for groups and associations such as the AICPA, AICPA IT Executive Committee (ITEC), Institute of Internal Auditors and Florida Tax Collectors Association. David is also an editor of the ISACA *Information Systems Control Journal*.

### Education, Licenses & Certifications

- MBA, Troy University
- BS, Physics, Troy University
- Certified Information Systems Auditor
- Certified in the Governance of Enterprise IT
- Certified in Risk and Information Systems Control
- Certified TR39 (TG3) Auditor

### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Information Systems Audit and Control Association (ISACA)
- Institute of Internal Auditors (IIA)



**Michele Schaeffer**  
Data Analyst

mnschaeffer@cricpa.com

### Representative Clients

- TECO Electric, Inc.
- City of Jacksonville, Florida
- Pinellas District School Board
- Town of Longboat Key, Florida
- City of New Port Richey, Florida
- City of Gulfport, Florida
- City of Treasure Island, Florida
- City of Largo, Florida
- City of Oldsmar, Florida
- St. Johns County, Florida
- City of Clearwater, Florida

### Experience

Michele is a certified data analyst with over 10 years of experience in supporting financial statement risk based audits through the use of data analytics. She assists both internal and external audit teams in addressing SAS-99 requirements as well as coordinating efforts to provide more effective and efficient audits through the incorporation of technology into audit scoping and detail testing. She provides ACL training and on-going support to individuals throughout various functions as well as leads and assists in project scoping, planning, execution and documentation of complex data analytics, in accordance with accounting standards.

Michele has designed technical programs using ACL to automate internal audit testing including SOX and IT audit. She has provided training to large organizations and companies as well as participated in presenting to various groups in Florida, Chicago and Indianapolis.

### Education, Licenses & Certifications

- BSBA, Decision and Information Sciences, University of Florida
- Certified ACL Data Analyst
- Certified Information Systems Auditor

### Professional Affiliations

- Institute of Internal Auditors ACL Users Group, Florida West Coast Chapter





## **AUDIT METHODOLOGY**

Our audit, tax, consulting, and client accounting services documentation is maintained electronically. Compliance with our methodology is regularly reviewed and evaluated as part of our internal quality program, which is further discussed in this section under [INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS](#). Comprehensive policies and procedures governing all of our practices and addressing professional and regulatory standards and implementation issues are constantly updated for new professional developments and emerging issues.

## **ENGAGEMENT QUALITY REVIEW PARTNER (CONCURRING PARTNER)**

Each audit has an assigned engagement quality review (EQR) partner with the appropriate experience. This role is one of the most important elements of our quality assurance process, as it provides for a timely, independent review of all key accounting and auditing issues. The EQR partner also reviews the financial statements and related supporting documentation—including the disclosures—to evaluate their fair presentation under accounting principles generally accepted in the United States of America (GAAP).

## **INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS**

Experienced partners and professional staff of our firm conduct quality control reviews of our audits. Our partners' work is reviewed annually, and the inspection process includes periodic testing of the effectiveness of our quality controls and a continuous improvement program.

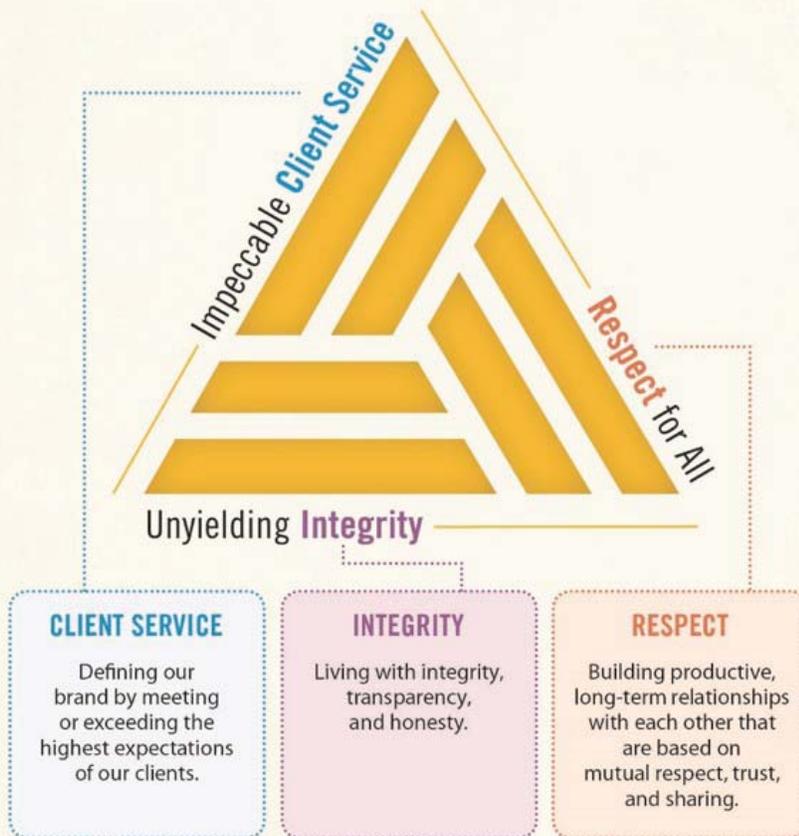
Peer reviews are performed every three years by another independent public accounting firm. The most recent review of our firm was performed in 2013 by EideBailly, whose report was the most favorable possible.

In addition, we are registered with the PCAOB and our 2009, 2012, and 2015 PCAOB external inspection reports were also the most favorable possible—no audit deficiencies. The 2015 PCAOB report can be viewed at [http://pcaobus.org/Inspections/Reports/Documents/2015 Carr Riggs Ingram LLC.pdf](http://pcaobus.org/Inspections/Reports/Documents/2015_Carr_Riggs_Ingram_LLC.pdf).

# SHARING CRI'S VALUES WITH YOU



We are proud of our hands-on, service-centric, and results-oriented approach. Combining that approach with quality controls and superior talent allows us to help you achieve your goals and strengthen your management systems and processes. This approach is further emphasized through our three core values which guide our team's behavior and function as the foundation for interactions with our clients and each other.





## TRANSITIONING YOU

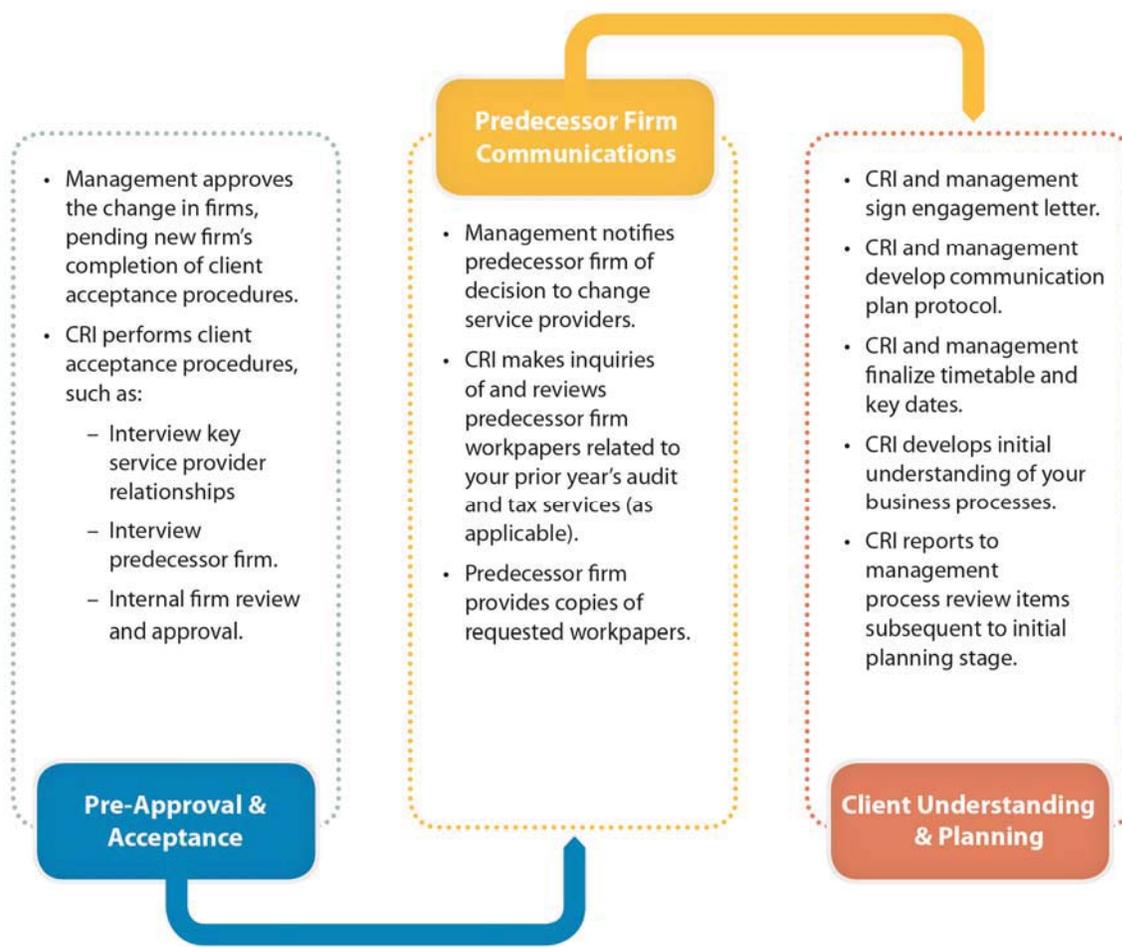
When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's well-defined efficient, seamless transition process is designed to:

- Provide you with value from the very first encounter,
- Avoid interruption of service,
- Minimize disruption and investment of management's time,
- Raise the standard of service, and
- Establish ongoing channels of communication with GRU's management.

The transition plan is comprised of the following key activities and can occur within approximately two weeks, depending on the availability of the parties involved:

*"As a CPA and former auditor myself, I know that changing auditors can often be difficult and time consuming due to learning curves and new processes. Fortunately, I quickly found that CRI's partners and staff make the transition simple and relatively painless. The significant involvement of the firm's partners is one of the main reasons for this result. CRI's partners are responsive to our needs and professionally handle the entire engagement from beginning to end."*

*Ed Oliphant, Chief Financial Officer  
Regional Transportation Authority*



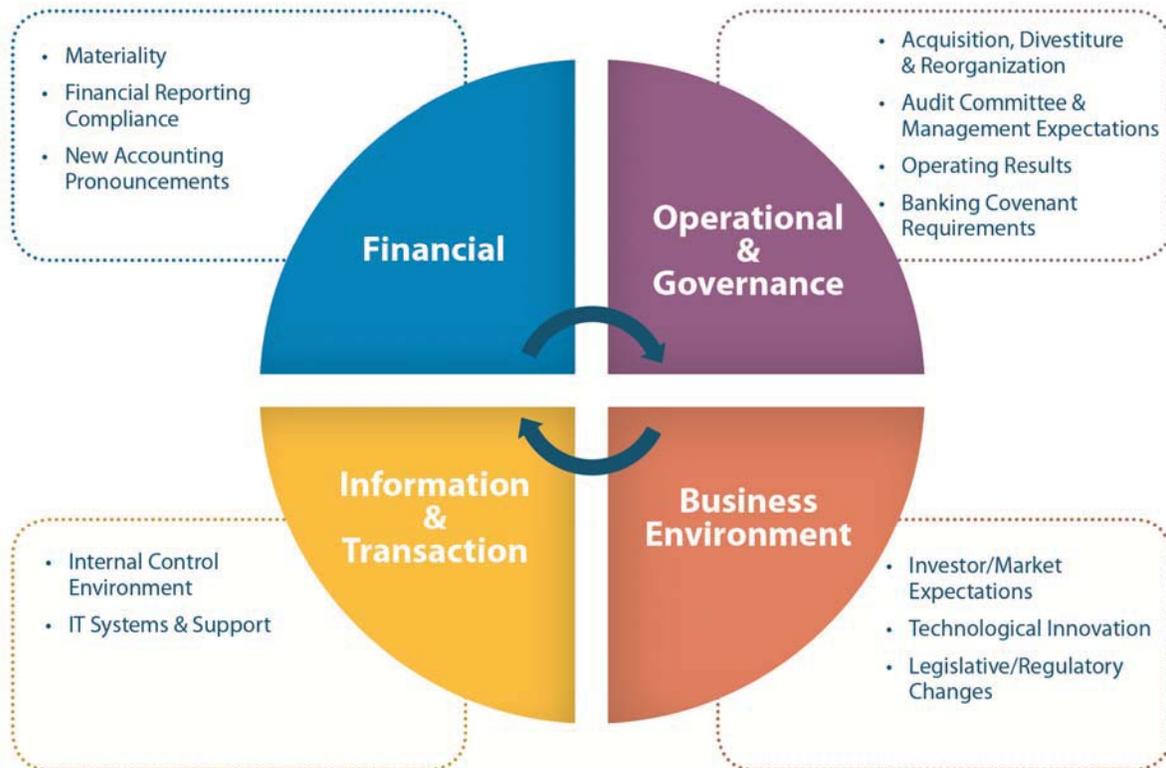


Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

CRI's audit approach occurs within a framework of our client's business and industry; therefore, we assess risk by:

- Understanding management's perspectives and goals, and
- Considering business conditions and threats that could prevent management from achieving its business objectives.

We assess risks in the following areas:



## CRI AUDIT FRAMEWORK



Our ultimate intent is to drill down from these broad risks to specific financial reporting risks. We understand both these risks and management’s processes and procedures for mitigating them (i.e. internal controls) in order to develop our procedures to carry out our audit responsibilities.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client’s needs, requirements, and expectations. We work collaboratively with management and the Audit Committee (or similar function) to develop a communication and work plan to continuously improve client service, by doing so we help in moving your team from simple **compliance** to providing you with a **competitive advantage**.

In planning, we concentrate on “key risks,” (items with a greater risk of a material misstatement, a material weakness in internal controls, or other matters resulting in the issuance of an inappropriate audit report). We focus on “material” items (i.e. those items that would be important to the user of your financial statements). When evaluating materiality of identified misstatements, certain quantitative and qualitative factors must be considered—which may include:

- Impact on operating trends (revenue/income, expenses, net income, etc).
- Nature of the misstatement (i.e., did the misstatement result from an unlawful transaction?).
- Impact on liquidity, capital/surplus, earnings capacity, etc.
- Impact to loan covenants and contractual and regulatory requirements.

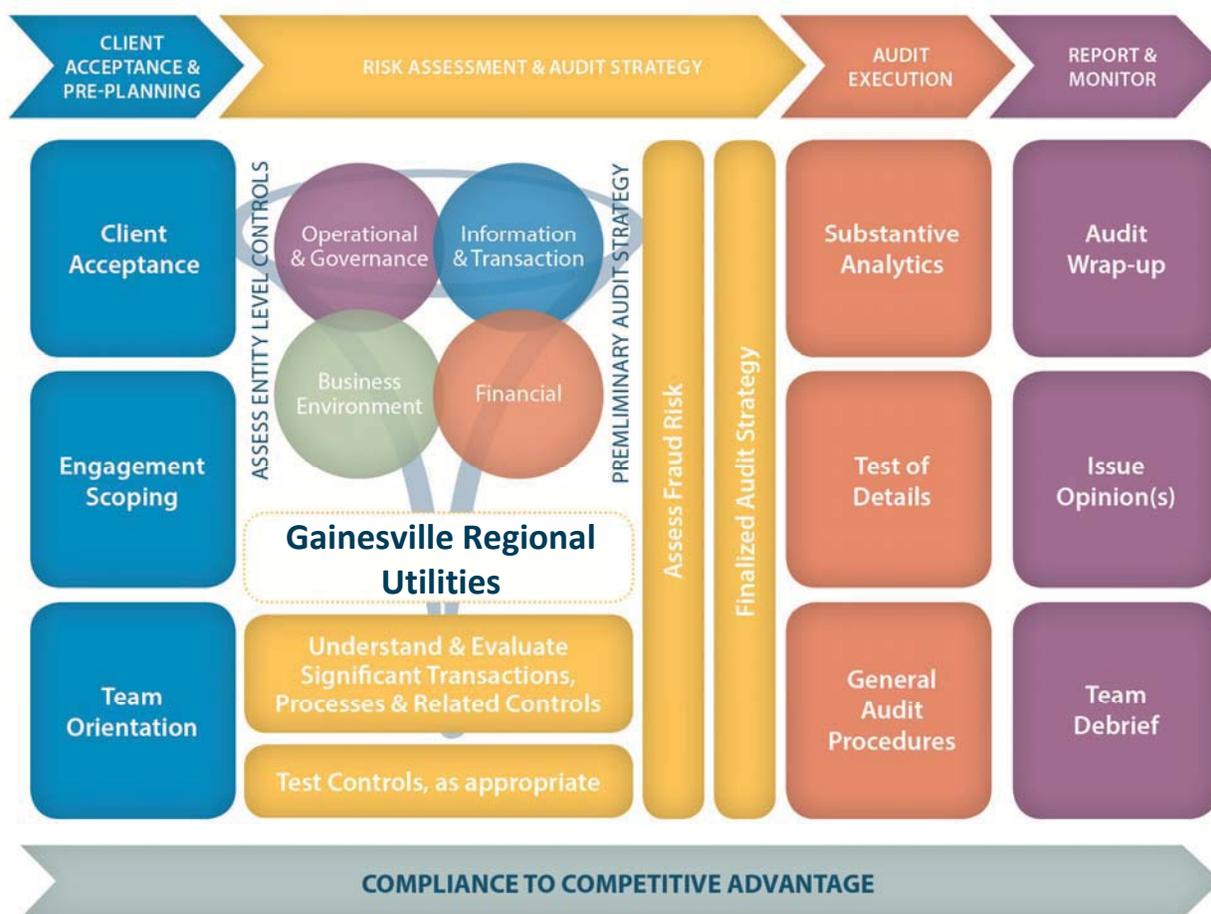
Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- Set-up the audit by reviewing the mapping of GRU’s financial information (financial statements and notes) to significant processes and IT systems to ensure that all significant account balances, transactions, procedures, and systems are tested as deemed necessary.
- Discuss ongoing changes—specifically new accounting pronouncements and key business transactions in their early stages, enabling us to agree on the resolution of various complex business issues on a timely basis.



# CRI AUDIT APPROACH

Our audit approach is a four stage approach, as depicted in the summary below. Our client acceptance and risk assessment procedures (as noted on the previous page) occur during detailed conversations and observations with your team. The results of those procedures allow us to tailor an audit program to your specific risks and needs. We then execute the audit, report the results, and evaluate continuous improvement opportunities for ongoing service and benefit to you.





## CRI AUDIT APPROACH

### Stage 1: Client Acceptance & Pre-planning

- Perform client acceptance procedures where necessary.
- Collaborate with management to agree to expectations and scope.
- Assign appropriate staff to engagement based on client needs and assessed risk.

### Stage 2: Risk Assessment & Audit Strategy

- Interview client personnel and others, as necessary to understand client-specific objectives and risks.
- Assess environmental and other external risks and potential impact on the audit planning.
- Assess entity level controls including: control environment, risk assessment, information & communication, and monitoring controls.
- Assess management's fraud and IT risk assessment models. Develop independent fraud and IT risk assessment.
- Assess IT General Computer (ITGC) controls, such as IT Environment, Developing & Delivering IT, and Operating IT & Monitoring IT.
- Assess materiality.
- Perform preliminary analytical procedures.
- Map financial statements to significant transactions, processes, IT systems and related controls.
- Develop understanding of significant processes and related controls.
- Determine existence of/reliance on SSAE 16 (formerly SAS 70(s)).
- Test controls including ITGC, as and if deemed appropriate. Tests will include a mix of:
  - inquiry,
  - observation,
  - examination and
  - re-performance.
- Determine reliance on Internal Audit, if applicable (e.g. controls or detailed tests).
- Determine reliance on specialist(s), if applicable (e.g. valuations, pension costs, etc.).
- Finalize risk assessments and develop final audit strategy.

### Stage 3: Audit Execution

- Where possible, develop detailed analytical procedures to use as substantive tests to reduce tests of details. Examples include:
  - ratio analysis,
  - regression analysis,
  - trend analysis,
  - predictive tests or
  - reasonableness tests.
- Where possible utilize Computer-Assisted Audit Techniques (CAATs), such as IDEA or ACL to automate testing for more coverage and less disruption to the client.
- Where possible, perform targeted testing (also known as “coverage” testing) of account balances to tests large portions of account balances.
- Perform tests of details, including sampling, if applicable or necessary.
- Perform general audit procedures, as and if applicable, such as tests related to:
  - commitments and contingencies,
  - legal letters,
  - management representations,
  - reviews of Board minutes,
  - related party transactions,
  - debt covenants and
  - going concern.
- Perform other tests for compliance such as Yellow Book or Single Audit Tests.

### Stage 4: Report & Monitor

- Continually monitor the audit and provide feedback as agreed during scoping or more frequently, as deemed appropriate.
- Conclude the audit (i.e. issue opinions and/or reports).
- Develop and present required communications, including management letter comments.
- Perform an internal team de-briefing to identify areas for improvement.
- Welcome the opportunity for an external de-briefing with our clients to improve.

# PROPOSED AUDIT STRATEGY



GAAP provides a conceptual framework for accounting, financial reporting, and disclosure. Your application of GAAP varies depending on your facts and circumstances—and interpretations.

Our general audit approach as described above is tailored to address the nature and inherent risk of each area. For significant areas, we will:

- Meet with management to gain an understanding of management’s processes and controls.
- Assess and test such controls, as necessary.
- Perform substantive analytical audit procedures and tests of details, as appropriate.

In certain complex areas, we may use functional specialists (e.g. information technology [IT], valuation of investments, and review of actuarial assumptions and calculations) to assist in the evaluation of complicated transactions and judgmental account balances. Additionally, we will review the financial statement disclosures and evaluate the overall transparency of GRU’s financial reporting.

Taking into account various items related to GRU’s, such as—but not limited to—industry expertise, knowledge of your organization, preliminary risk assessments, materiality, and the judgmental nature of the accounts, we have outlined below the key areas of audit focus and our proposed strategy.

PROPOSED AUDIT STRATEGY						
Significant Areas	Level of Risk	Test of Controls	Substantive Procedures			Notes
			Analytics	Test of Details	Use of CAATs	
Initial audit procedures	High	✓	✓	✓	✓	- First time audit - all areas will be impacted. - We also will perform the requisite predecessor/successor communications.
Fraud risks	Medium	✓	✓	✓	✓	- Will meet AICPA requirements of fraud testing. - Fraud is considered an intentional act that results in a material misstatement of the financial statements. - We will gather information to identify risks of material misstatement due to fraud, and evaluate processes that address fraud.
Financial reporting	Medium	✓	✓	✓	✓	- Period-end financial reporting is critical; financial reporting compiles/reconciles detailed information from underlying processes and systems.
Other estimates and contingencies	Medium	✓	✓	✓		- Compensated absences – we will perform tests of details and substantive analytics to substantiate accuracy of account balance.
Manual journal entries	Medium	✓		✓	✓	- Manual journal entries are risky.
Entity level controls	Medium	✓	✓	✓	✓	- We will gain an understanding of the control environment, risk assessment, monitoring, information and communication channels to determine the nature, timing, and extent of reliance on and tests of controls; we use all of the above to build the audit approach. - Our goal is to leverage management’s processes to the degree possible, which increases efficiency.
IT systems	High	✓	✓	✓	✓	- Underlying financial and operational systems supporting the key business cycles play a critical role in the ability to generate and compile complete and accurate financial data. - The IT security, computer operations and program change controls for financially significant applications are vital.

# PROPOSED AUDIT STRATEGY



PROPOSED AUDIT STRATEGY						
Significant Areas	Level of Risk	Test of Controls	Substantive Procedures			Notes
			Analytics	Test of Details	Use of CAATs	
Utility plant and related expenditures	Medium	✓	✓	✓	✓	- Capital assets are significant due to the account balance and susceptibility to misappropriation.
Accounts payable, accrued liabilities and related expenditures	Medium	✓	✓	✓	✓	- Accounts payable are significant due to the account balance and number of transactions impacting accounts payable and the related expense accounts.
Payroll, related liabilities and payroll expenditures	Medium	✓	✓	✓	✓	- Payroll liability accounts and related expenditures are significant due to the account balance and payroll expenditures comprise a significant portion of GRU's expenditures.
Long-term debt / debt covenants	High	✓	✓	✓		- Debt may be significant due to the size of account balance and covenants associated with debt. - We will perform tests of compliance through substantive analytics and confirmation of certain data with creditors and other third-parties.
Deferred charges	High	✓	✓	✓		- Deferred revenue is significant due to the size of account balance.
Revenue recognition	High	✓	✓	✓	✓	- We will test revenue systems and processes and perform a combination of substantive analytical procedures and tests of details to test this area.
Cash and cash equivalents	Low	✓		✓		- Cash is significant because of the large account balance and number of transactions impacting account.
Accounts receivable	High	✓	✓	✓	✓	- Accounts receivable are significant due to the account balance, number of transactions and issues related to estimates associated with the allowance for doubtful accounts.
Hedging derivatives	High		✓	✓		- Derivatives are significant due to the account balance and complexity.
Regulatory assets	High		✓	✓		- Regulatory assets are significant due to the related regulatory requirements and their sensitive nature.
Inventories	Moderate	✓	✓	✓	✓	- Inventories are significant due to the account balance and volume of transactions. - We expect to perform test of controls and substantive analytics in conjunction with utility plant testing to reduce the level of detail testing for materials and supplies inventories. - We will perform a combination of substantive tests of details and analytical procedures to test fuel inventories.



## Internal Controls

We will perform walkthrough procedures to understand the manner in which transactions are initiated, authorized, recorded, processed, and reported. From our experience, we understand the benefits that are provided by GRU's IT systems and, more importantly, we understand the risk to GRU internal controls that are posed by its IT systems.

The combined efforts of our engagement team will be utilized to help us update and document our understanding of the components of the internal control framework and GRU's audit risks. We will make extensive use of GRU's written material such as organizational charts, manuals and programs. We will use the knowledge acquired during previous audits of GRU in order to effectively and efficiently perform this segment of the audit.

During the course of this engagement we will follow the AICPA's "risk assessment suite" of standards. Harold Monk (Gainesville Audit Partner) was the Vice Chair of the Auditing Standards Board (ASB) as this suite of standards was developed and promulgated. As the past Chairman of the ASB, Harold's intimate knowledge of the revolutionary "risk assessment standards" will prove to be very valuable to our audit engagement team.

We anticipate that we will find an effectively-designed internal control structure. We plan to test GRU's controls with the ultimate objective of limiting the nature and extent of substantive audit procedures to be performed.

## Laws and Regulations

From our government and utility experience, we are very familiar with the laws and regulations that govern your operations. Our testing will be governed by various authoritative sources including: Rules of the Auditor General; AICPA Audit and Accounting Guide; *Government Auditing Standards*; and Federal Energy Regulatory Commission requirements. Pursuant to such standards, our audit will be designed to test for material, rather than immaterial, instances of noncompliance.

## Fraud

The standards require the audit team to assess the risk of fraudulent financial reporting as well as the risk of misappropriation of assets. We assess those risks by:

- gaining an understanding of the financial transactions and their reporting interviewing members of management and other personnel involved in the financial reporting processes
- considering fraud risk factors that affect all organizations and those factors that specifically relate to you



In other words, we ask the tough questions. How could they “cook the books?” How could someone, or anyone, steal from the organization?

## **Tests of Compliance**

Our tests of compliance will be performed pursuant to the requirements of:

- *Government Auditing Standards* (the Yellow Book)
- Federal Energy Regulatory Commission requirements

Our sample sizes are determined by our sampling templates, which comply with audit requirements, and we obtain efficiencies where possible by leveraging off of testing performed in over areas.

## **Financial Statements**

We will utilize multiple specialist partners to assist in the review of the financial statements. We will utilize our knowledge and experience along with disclosure checklist tools to provide comments and suggestions to you on a timely basis.



## PROPOSED AUDIT TIMING

The following graphs depict the timing and key elements of our typical audit process.

TIMING OF AUDIT PROCEDURES														
PHASE	2017												2018	
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>Client Acceptance &amp; Pre-Planning</b>														
Appointment of audit firm														
Ongoing consultation on major issues and developments														
Meet with management to discuss business risks and scope														
Hold CRI engagement team planning meetings														
<b>Risk Assessment &amp; Audit Strategy</b>														
Gain understanding of significant processes and key controls														
Perform testing of key controls to reduce substantive testing														
Determine nature, timing and extent of substantive procedures														
Perform selected substantive procedures as of interim date														
Finalize and communicate plan to management/governance														
<b>Audit Execution</b>														
Conduct remaining substantive tests based on the results of audit procedures performed to date														
Discuss results of audit work with management														
<b>Report &amp; Monitor</b>														
Review annual report														
Meet with management/governance to discuss results of audit														
Issue audited financial statements														



FREQUENTLY ASKED QUESTIONS

Is the CRI vSTAR™ process secure?

Yes. Three points of focus are:

- 1. All sessions are encrypted using TLS.
- 2. All recordings are maintained on encrypted CRI recordings.
- 3. It eliminates your need to potentially supply user credentials to your auditor.

What are the set-up requirements?

Internet connection and installation of the GoToMeeting App (license provided by CRI) plus:

- For group meetings, TV or projector with HDMI input plus approximately 20 minutes for CRI vSTAR™ kit set-up.

- For one-to-one meetings, a device with sound – and preferably a camera.

How does session scheduling work for the CRI vSTAR™ process?

The process utilizes widely accepted calendaring tools – such as Microsoft Outlook – to schedule audit procedures.

**REASONS TO CHOOSE**  
CRI'S VIRTUAL SMART TECH AUDITS & REVIEWS

- 1**



**INCREASES TIME EFFICIENCIES**  
Efficiently scheduled procedures and testing reduce the time your team is "on hold." Technology effectively serves clients with multiple locations and/or remote employees.
- 2**



**REDUCES TRAVEL COSTS**  
Virtually performed procedures minimize travel costs.
- 3**



**ENHANCES SPECIALIST INTERACTION**  
Enjoy access to industry and service specialists, regardless of location, with minimal scheduling and no travel.
- 4**



**MINIMIZES CLIENT TRAINING CRI STAFF**  
CRI staff members can access prior years' virtual audit recordings for training.
- 5**

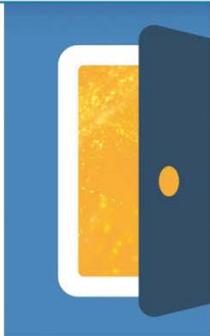


**EASES EVIDENCE GATHERING BURDEN**  
Evidence (e.g. screen shots) from walk-throughs and other procedures are captured, mitigating your "homework."



## WEBSITE

CRI shines a light on best practices via thousands of articles, videos, informative charts, and descriptive testimonials. With sections dedicated to illuminating insights by industries and services, our easy-to-navigate website highlights trending topics that detail new standards, changing regulations, and other current business topics. From cybersecurity to the new revenue recognition standard, we are ready to proactively answer your questions.



## CRInsights

CRInsights are your doorway to in-depth yet down-to-earth explanations of complex topics. We understand that just because a topic makes perfect sense to a CPA doesn't mean that it should to our clients.

- The Busy CFO & Controller's Toolkit for Successfully Implementing the New Revenue Recognition Standard
- 6 Key Ways to Strengthen Your Cybersecurity Posture
- Back to Basics: 5 Key Financial Considerations for Construction Companies
- The Not-for-Profit's Guide to Fraud Prevention



## NEWSLETTER

Our team is dedicated to keeping our clients informed, and we prove it by creating a custom monthly e-newsletter with widely-applicable topics. The articles are designed to help you improve your business and personal finances. Popular topics include:

- 3 Things To Improve Business Operations Immediately
- Financial Statement Audits Aren't Designed to Identify Fraud
- Are You a Big "Phish?" Protect from Cybersecurity Whaling Attacks
- You Might Have Money Hiding In Plain Sight

[Sign up at CRlcpa.com.](https://www.cricpa.com)



### System Review Report

January 31, 2014

To the Partners of Carr, Riggs & Ingram, LLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Carr, Riggs & Ingram, LLC (the firm) applicable to non-SEC issuers in effect for the year ended June 30, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans, and audits performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Carr, Riggs & Ingram, LLC applicable to non-SEC issuers in effect for the year ended June 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Carr, Riggs & Ingram, LLC has received a peer review rating of *pass*.

Eide Bailly LLP

[www.eidebailly.com](http://www.eidebailly.com)

800 Nicollet Mall, Ste. 1300 | Minneapolis, MN 55402-7033 | T 612.253.6500 | F 612.253.6600 | EOE



# DRUG-FREE WORKPLACE FORM



## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Carr, Riggs & Ingram, LLC does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the 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 subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, 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 this section.

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

Bidder's Signature  
10/25/2016

Date

# BID INFORMATION SHEET



## CITY OF GAINESVILLE GENERAL GOVERNMENT PURCHASING DIVISION SURVEY BID INFORMATION

RFP #: CAUD-170010-DH

DUE DATE: October 27, 2016

SEALED PROPOSAL ON: Professional Auditing Services for General Government  
and Gainesville Regional Utilities

### IF YOU DO NOT BID

Please check the appropriate or explain:

- \_\_\_\_\_ 1. Not enough bid response time.
- \_\_\_\_\_ 2. Specifications not clear.
- \_\_\_\_\_ 3. Do not submit bids to Municipalities.
- \_\_\_\_\_ 4. Current work load does not permit time to bid.
- \_\_\_\_\_ 5. Delay in payment from Governmental agencies.
- \_\_\_\_\_ 6. Do not handle this item.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: Carr, Riggs & Ingram, LLC

Address: 4010 NW 25th Place, Gainesville, FL 32606

Are you a minority business?    yes \_\_\_\_\_    no   X  

RFP (09/22/03)  
Rev. local pref. 10/1/04;7/25/05;10/05;4/06;10/06;3/07;10/11;05/12;03/16

This form Document No. P04-213 is a legal instrument approved by the City Attorney. Any deviations from its intended use should be authorized by the City Attorney



EXHIBIT A

## ARTICLE X. LOCAL PREFERENCE POLICY\*

**\*Editor's note:** Section 9 of Ord. No. 001261 states: "This ordinance shall become effective October 1, 2004, and shall be reviewed by the City Commission October 1, 2005, and unless extended by action of the City Commission, shall be deemed repealed effective March 31, 2006, provided that it shall remain applicable to new contracts solicited prior to repeal."

### Sec. 2-620. Findings of fact.

The city annually spends significant amounts on purchasing personal property, materials, and contractual services and in constructing improvements to real property or to existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees, and utility revenues derived from local businesses in the corporate city limits of Gainesville, and the city commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the city commission has determined that it is in the best interest of the city to give a preference to local businesses in the corporate city limits of Gainesville in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of proposals received in relation to such expenditures.

(Ord. No. 001261, § 1, 3-29-04)

### Sec. 2-621. Definition.

"Local business" means the vendor has a valid occupational license, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, the vendor must provide a copy of the occupational license.

(Ord. No. 001261, § 2, 3-29-04)

### Sec. 2-622. Local preference in purchasing and contracting.

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the purchasing policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, as described below, and in any event the cost differential should not exceed \$25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased or awarded by the city commission or other authority. In the case of requests for proposals, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses, local businesses are assigned five percent of the total points of the total evaluation points.

(Ord. No. 001261, § 3, 3-29-04)

### Sec. 2-623. Exceptions to local preference policy.

The preference set forth in this Article X shall not apply to any of the following purchases or contracts:

- (1) Good or services provided under a cooperative purchasing agreement;



## EXHIBIT A

- (2) Contracts for professional services procurement of which is subject to the Consultants' Competitive Negotiation Act (F.S. § 287.055) or subject to any competitive consultant selection policy or procedure adopted or utilized by the city commission or charter officer;
- (3) Purchases or contracts which are funded, in whole or in part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference; or
- (4) Purchases made or contracts let under emergency or noncompetitive situations, or for litigation related legal services, etc., as such are described in the city's purchasing policies;
- (5) Purchases with an estimated cost of \$50,000.00 or less;
- (6) Application of local preference to a particular purchase, contract, or category of contracts for which the city commission is the awarding authority may be waived upon written justification and recommendation of the charter officer and approval of the city commission. The preferences established herein in no way prohibit the right of the city commission or other purchasing authority to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals. Further, the preferences established herein in no way prohibit the right of the city commission or other purchasing authority from giving any other preference permitted by law in addition to the preference authorized herein.

(Ord. No. 001261, § 4, 3-29-04)

### **Sec. 2-624. Application, enforcement.**

The local preference shall apply to new contracts for supplies, materials, equipment and services first solicited after October 1, 2004. This article shall be implemented in a fashion consistent with otherwise applicable city purchasing policies and procedures.

(Ord. No. 001261, § 5, 3-29-04)



You payment was processed. Print this tax receipt for your records. It was also sent to wbird@cricpa.com



**Online Business Tax Receipt<sup>(1)</sup>**

Business Name **CARR, RIGGS & INGRAM, LLC**

Business Tax ID **38560**

This constitutes your business tax receipt for 10/1/2016 - 9/30/2017.

Your business tax(es) for the current fiscal year **10/1/2016 - 9/30/2017** are as follows:

**Business Categories**

ID	Service Name	Tax Amount	Explanation of Calculations
1000	STATE LICENSE/CERTIFICATION REQUIRED	\$0.00	
1870	ACCOUNTANT/AUDITOR	\$525.00	Per item fee \$105.00. Value submitted for taxation is 18.
<b>TOTAL DUE:</b>		<b>\$525.00</b>	

Please note that the maximum charge for any single service is \$525

**Amount Due on *Tuesday, September 13, 2016* is **\$525.00****

(1) This page will serve as your business tax receipt for the fiscal year 10/1/2016 - 9/30/2017.

Payments must be time-stamped by 11:59 pm on Monday, October 03, 2016 in order to avoid late fees.

Please, note that a home occupation permit may be required for this location, someone will contact you upon review of the information



CITY OF GAINESVILLE

Customer Copy

**BUSINESS TAX STATEMENT**

TAX YEAR BEGINS OCTOBER 1, 2016

AND ENDS SEPTEMBER 30, 2017

TREASURY DIVISION OF THE DEPARTMENT OF FINANCE

btmail@cityofgainesville.org

**BUSINESS TAX NO.**

**38560**

BUSINESS NAME AND MAILING ADDRESS

8/31/2016

CARR, RIGGS & INGRAM, LLC

PO BOX 13494  
GAINESVILLE, FL 32604

BUSINESS LOCATION

4010 NW 25TH PL

BUSINESS PHONE

352-372-6300

BUSINESS E-MAIL

wbird@cricpa.com

Based on your most recent information update, the following is an estimate of your taxes due. These amounts may change if your information has changed.

CATEGORY	DESCRIPTION	TAX FEE
1000	STATE LICENSE/CERTIFICATION REQUIRED	\$0.00
1001	FICTITIOUS NAME REQUIREMENT	\$0.00
1870	ACCOUNTANT/AUDITOR	\$525.00
9905	PARTIAL PAYMENT	\$0.00
<b>TOTAL TAX DUE ON OR BEFORE 10/3/2016</b>		<b>\$525.00</b>

**BUSINESS TAX ACCOUNT INFORMATION VERIFICATION**

Before making payment, verify that the Business Location, Mailing Address, Business Phone, and Business Email above are correct. If changes need to be made, please call (352) 334-5024.

**METHODS OF PAYMENT**

1. PAY ONLINE AT <http://www.cityofgainesville.org> (CHOOSE "ONLINE SERVICES"), OR
2. IN PERSON OR COURIER DELIVERY AT CITY HALL, 200 E. UNIVERSITY AVE., 3RD FLOOR, GAINESVILLE, FL 32601. MONDAY THROUGH THURSDAY FROM 7AM TO 6PM AND FRIDAY 8AM TO 3:30PM (DO NOT MAIL PAYMENTS TO THIS ADDRESS)
3. MAILING ADDRESS: PO BOX 490, STA. 47, GAINESVILLE, FL 32627.

**PENALTIES FOR LATE PAYMENTS (Receipt based on online payment time stamp)**

Fee schedules based on receipt date:	Penalty	Total due
Received on or after October 4, 2016, but before November 1, 2016	\$52.50	\$577.50
Received on or after November 1, 2016, but before December 1, 2016	\$78.75	\$603.75
Received on or after December 1, 2016, but before January 1, 2017	\$105.00	\$630.00
Received on or after January 1, 2017	\$131.25	\$656.25

Payments not received on or before Friday, March 31, 2017 will be assessed an additional STATUTORY PENALTY OF \$250.

**APPROVED AS/FINANCE DIRECTOR**

Florida Statutes require the City to obtain certain documentation PRIOR to the issuance of a business tax receipt. Please e-mail (btdocs@cityofgainesville.org) or fax (352-393-8316) the following documentation:

- A copy of the current fictitious name registration or completed affidavit
- A copy of the current state certificate, registration or license for each licensed professional

If your business does not have current copies of the required documentation on file with the City, you will NOT receive a business tax receipt. You may pay your business tax online prior to submitting the required documents, and a business tax receipt will be e-mailed to you after the required documents are received and verified.

ALL CITY, STATE AND FEDERAL REQUIREMENTS MUST BE MET IN ORDER TO LEGALLY OPERATE A BUSINESS, PROFESSION OR OCCUPATION WITHIN THE CORPORATE LIMITS OF GAINESVILLE, FLORIDA. PAYMENT OF BUSINESS TAXES AND A RECEIPT FOR PAYMENT DO NOT IMPLY THAT A BUSINESS HAS COMPLIED WITH ANY OR ALL OTHER RELEVANT STATUTORY AND REGULATORY PROVISIONS. THE CITY OF GAINESVILLE DOES NOT REFUND BUSINESS TAXES PAID IN ERROR UNLESS THE ERROR IS A CLERICAL MISTAKE MADE BY THE CITY.

If you have any questions about the Business Tax requirements or process, email [btmail@cityofgainesville.org](mailto:btmail@cityofgainesville.org) or call 352-334-5024

Thank you for doing business in the City of Gainesville!

# ZONING COMPLIANCE REPORT



Planning and Development Services Department  
Planning Division  
P.O. Box 490, Station 12  
Gainesville, FL 32627-0490  
P: (352) 334-5023  
F: (352) 334-3259

## Zoning Compliance Approval Form

ZCP #: <u>ZC-16-00316</u>		For Office Use Only		Date: <u>10/4/2016</u>
<input checked="" type="checkbox"/> ZCP Approved	<input type="checkbox"/> ZCP Approved with Conditions	<input type="checkbox"/> ZCP Denied		

Received Stamp

A Zoning Compliance Approval Form must be completed for the following: Zoning approval for non-residential uses, Building Inspections Department approval (Change of Use or Occupancy Permit, if needed), and Business License Tax. **Please be aware that Day Care Centers, Assisted Living Facilities, Group Homes and Businesses** moving into new location may require additional permits and/or approvals, please contact the Building Inspections Department at (352) 334-5050.

Please read and initial the following statements:

- I understand that I must Comply with the Current Florida Building Code through the Building Inspections Department (352) 334-5050, the Current Florida Fire Prevention Code through the Gainesville Fire Rescue Risk Reduction Bureau (352) 334-5065, and obtain any necessary permits for Construction and Remodeling.
- I understand that I must obtain a Local Business Tax Receipt (Business License) through the Finance Department (352) 334-5024.
- I understand that falsifying any information may result in my Zoning Compliance Approval being revoked.

After completing this page, forward the document to the Planning Department (drop off, mail, fax, or e-mail) for processing. After the Zoning Compliance Approval Form is processed, it will be returned to the Applicant as requested at the bottom of this page of the application.

### Part 1 – To be completed by Applicant

New Application                       Renewing Application for Business License

Name of Business: CARR, RIGGS AND INGRAM, LLC

Address of Business: 4010 NW 25TH PLACE

City: GAINESVILLE                      State: FL                      Zip Code: 32606

Business Phone #: (352) 372-6300                      Fax: (352) 375-1583

Proposed Use of Premises: CERTIFIED PUBLIC ACCOUNTING FIRM

Applicants Name: FRANK MASON

Mailing Address: PO BOX 13494

City: GAINESVILLE                      State: FL                      Zip Code: 32606

Business Phone #: (352) 372-6300                      E-Mail Address: FMASON@CRICPA.COM

Signature of Applicant: Frank Mason                      Date: 10/4/2016

Return to Applicant by:     Pick up at Thomas Center     Regular Mail     Fax     E-mail

<http://www.cityofgainesville.org/PlanningDepartment.aspx>

# ZONING COMPLIANCE REPORT



Planning and Development Services Department  
Planning Division  
P.O. Box 490, Station 12  
Gainesville, FL 32627-0490  
P: (352) 334-5023  
F: (352) 334-3259

## Zoning Compliance Approval Form

### Part 2 – To be completed by staff

#### Planning Division Analysis

Initial Review Date: 10/4/2016 Tax Parcel Number: 06107 - 005 - 000  
Map Number: 3644 Zoning District: MU2 SIC Code: 8721

#### Murphy Wellfield Protections Permit

Located in Wellfield Zone: [ ] Yes  No Primary Secondary Tertiary  
Permit Required: EXEMPTION  WELLFIELD SPECIAL USE PERMIT WELLFIELD PERMIT  
Conditions or Comments: \_\_\_\_\_

Special Overlay Plans or Districts: [ ] Yes  No  
[ ] Central Corridors [ ] NW 39<sup>th</sup> Avenue [ ] Corporate Park  
[ ] Traditional City [ ] University Heights [ ] SW 13<sup>th</sup> Street  
[ ] Five Points [ ] Gateway Street [ ] Special Environmental Overlay  
[ ] Idylwild-Serenola [ ] College Park [ ] Significant Ecological Communities

Parking Standard for Zoning District  
Parking Standard, Vehicle: 1 per 300SF Bicycles: 10% of Vehicle Standard  
Comments: \_\_\_\_\_

SIGNATURE/PLANNING DIVISION Michael J. Hoge DATE: 10/4/2016

This form is available in the Online Forms page on our website: <http://planning.cityofgainesville.org>

# CERTIFICATION OF COMPLIANCE WITH LIVING WAGE



EXHIBIT B

## CITY OF GAINESVILLE

### CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

**The undersigned** hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for \_\_\_\_\_ a living wage of \$ \_\_\_\_\_ per hour to covered employees who receive Health Benefits from the undersigned employer and \$ \_\_\_\_\_ per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: _____
Address: _____
Phone Number: _____
Name of Local Contact Person _____
Address: _____
Phone Number: _____
\$ _____ (Amount of Contract)

Signature: Frank Mason Date: 10/25/2016  
Printed Name: Frank Mason  
Title: Partner

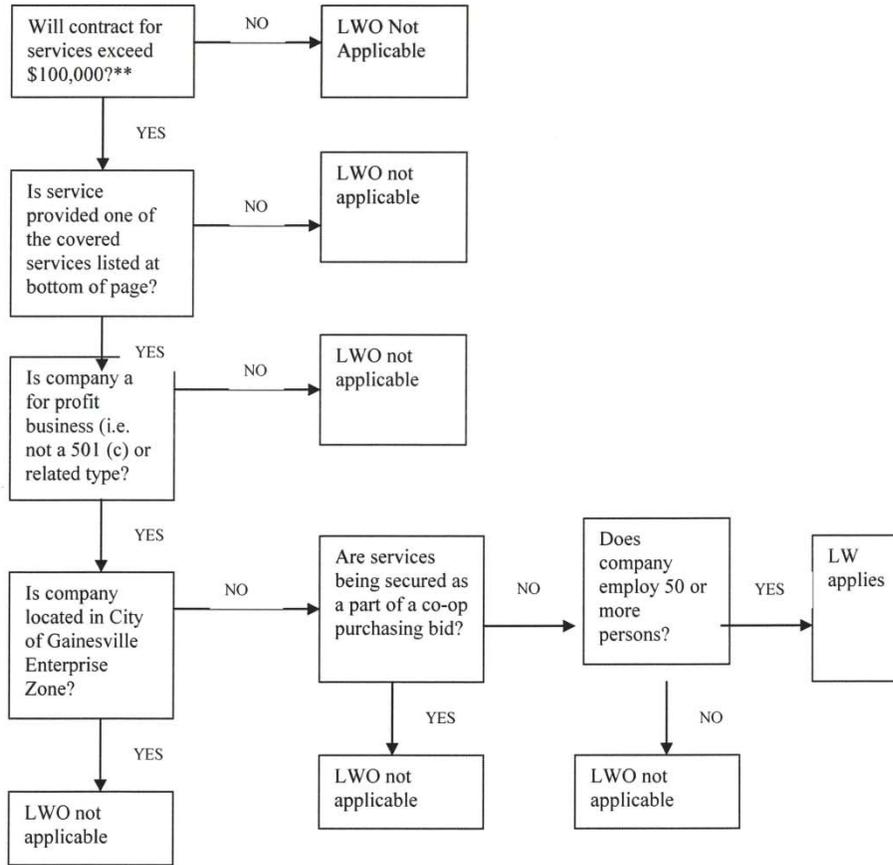
# LIVING WAGE DECISION TREE



EXHIBIT C

## LIVING WAGE DECISION TREE

While not all encompassing, the following is provided as a guideline for contractors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services\* with the City. Contractors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



**\*Covered Services:** food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services  
**\*\*Total value of contract.**



Exhibit D

## LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Exhibit C hereto)

Check one:

- Living Wage Ordinance does not apply  
(check all that apply)
- Not a covered service
  - Contract does not exceed \$100,000
  - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.



Exhibit E

**PROPOSAL RESPONSE FORM – SIGNATURE PAGE**

(submit this form with your proposal)

TO: City of Gainesville, Florida  
200 East University Avenue  
Gainesville, Florida 32601

PROJECT:

RFP/RFQ#:

RFP/RFQ DUE DATE:

Proposer's Legal Name: Carr, Riggs & Ingram, LLC

Proposer's Alias/DBA: CRI

Proposer's Address: 4010 NW 25th Place

Gainesville, FL 32606

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: Frank Mason Telephone Number (352) 372-6300

Date: 10/25/2016 Fax Number (352) 375-1583

Email address fmason@cricpa.com

**ADDENDA**

The Proposer hereby acknowledges receipt of Addenda No.'s 1 - 9/28/16 , 2 - 10/3/16, 3 - 10/17/16 to these Specifications.

**TAXES**

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

**LOCAL PREFERENCE (check one)**

Local Preference requested:  YES  NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

**QUALIFIED LOCAL SMALL BUSINESS STATUS (check one)**

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions)  YES  NO



Exhibit E

**SERVICE-DISABLED VETERANS' BUSINESS (check one)**

Is your business certified as a service-disabled veterans' business?  YES  NO

**LIVING WAGE COMPLIANCE**

See Living Wage Decision Tree (Exhibit C hereto)

**Check One:**

- Living Wage Ordinance does not apply (check all that apply)
  - Not a covered service
  - Contract does not exceed \$100,000
  - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

**SIGNATURE ACKNOWLEDGES THAT: (check one)**

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFP.

ATTEST:

  
 Signature  
 By: ROBERT LEMMON  
 Title: MANAGER

(CORPORATE SEAL)  
PROPOSER:

  
 Signature  
 By: Frank Mason  
 Title: Partner

# CONSULTANTS/FIRMS CERTIFICATION



ATTACHMENT A



## CITY OF GAINESVILLE, FLORIDA

### CONSULTANTS/FIRMS CERTIFICATION

RFP # CAUD-170010-DH for Professional Auditing Services

The City of Gainesville requires, as a matter of policy, that any Consultant or firm receiving a contract or award resulting from the Request for Proposals issued by the City of Gainesville, Florida, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership, or corporation, that no members of the elected governing body of City of Gainesville, nor any professional management, administrative official or employee of the City, nor members of his or her immediate family, including spouse, parents, or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit, including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Proposal submitted in response to the Request for Proposals or in return for execution of a contract for performance or provision of services for which Proposals are herein sought.

Carr, Riggs & Ingram, LLC  
 NAME OF BUSINESS

BY: Frank Mason  
 SIGNATURE

Frank Mason, Partner  
 NAME & TITLE, TYPED OR PRINTED

4010 NW 25th Place  
 MAILING ADDRESS

Gainesville, FL 32606  
 CITY, STATE, ZIP CODE

(352) 372-6300  
 TELEPHONE NUMBER

(352) 357-1583  
 FAX NUMBER

fmason@cricpa.com  
 EMAIL ADDRESS

Sworn to and subscribed before me

this 25 day of  
October, 2016

Mary E. Stergall  
 Signature of Notary  
 Notary Public, State of \_\_\_\_\_

Personally Known  
 OR  
 Produced Identification \_\_\_\_\_

Type: \_\_\_\_\_

DUNS Number: 127510790

Company Tax ID # 72-1396621





CAUD-170010-DH  
Professional Auditing Services

## ADDENDUM NO. 1



Date: September 28, 2016

Bid Date: October 27, 2016  
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government  
And Gainesville Regional Utilities

Bid No.: CAUD-170010-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), October 13, 2016. Questions may be submitted as follows:

Email: [holders@cityofgainesville.org](mailto:holders@cityofgainesville.org)

or

Faxed (352) 334-3163

Attention: Diane Holder

2. Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.

3. **D. NON-MANDATORY PRE-PROPOSAL CONFERENCE**

Please add the following:

A teleconference option is available to interested participants as follows:

Conference Participant:

1. At the specified time, dial the Dial-in Number 844-809-3799
2. When prompted, enter your Conference Code.
3. Your Conference Code is 5576566553

Participant Star Commands

4. Mute – Participants can mute/unmute their own lines by pressing \*6

# ADDENDUM 1



CAUD-170010-DH  
Professional Auditing Services

The following are answers/clarifications to questions received prior to the non-mandatory pre-bid conference:

4. Question: We have reviewed the RFP to provide Professional Auditing Services for General Government and Gainesville Regional Utilities. Is there any way we can attend the pre-proposal conference via conference call, please?

Answer: See #3 above.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

### CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Carr, Riggs & Ingram, LLC  
BY: Frank Mason  
Frank Mason, Partner  
DATE: 10/25/2016



CAUD-170010-DH  
Professional Auditing Services

## ADDENDUM NO. 2



Date: October 3, 2016 Bid Date: October 27, 2016  
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government Bid No.: CAUD-170010-DH  
And Gainesville Regional Utilities

NOTE: This Addendum has been issued only to the holders of record of the specifications and attendees of the non-mandatory pre-bid conference held on September 29, 2016.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), October 13, 2016. Questions may be submitted as follows:
  - Email: [holders@cityofgainesville.org](mailto:holders@cityofgainesville.org)
  - or
  - Faxed (352) 334-3163
  - Attention: Diane Holder
  
2. Please find attached:
  - a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.
  - b) List of pre-bid dial-in participants
  - c) Copy of the Pre-Bid sign-in sheet for your information.
  - d) Current contract
  
3. Diane Holder, Purchasing Division, discussed bid requirements.
  - a. Sign-in Sheet is circulating. A teleconference option was offered.
    - i. If you have dialed-in, please email your information (Business name, address, your name, email address, phone number and fax number) to Diane Holder.
  - b. Discussed bid due date, time and delivery location.
    - i. Deliver (or have delivered) to Purchasing office no later than by 3PM on October 27, 2016.
    - ii. Any bids received after 3:00 p.m. on that date will not be accepted.
  - c. Send questions in writing to Diane Holder via email or fax.
    - i. All communication through Diane Holder or Purchasing staff only. Do not communicate with other City staff.
  - d. Various forms are to be completed and returned with your bid.
    - i. Sign, date and return all Addenda.

Addendum #2-1



*The following are answers/clarifications to questions received at the non-mandatory pre-bid conference:*

4. Question: If you submit a proposal for both, are they evaluated independently or together?  
Answer: They will be evaluated independently.
5. Question: Page 2, C. Proposal Submission. Please clarify the number of submittals?  
Answer: One original and **seven** (7) copies for total of 8.
6. Question: What is the composition of the evaluation committees?  
Answer: Brecka Anderson, Amy Spitzer, and Dan Smierciak for General Government and Eileen Marzak, Claudia Rasnick and Len Loria for GRU.
7. Question: For GRU, there are procedures leading to bond issuances, I see there is an anticipated a bond issuance in the next couple fiscal years during the contract period, what are the typical procedures that are required?  
Answer: Currently (and it may change), the remarketing agents require Agreed Upon Procedures and it depends on when the bond or other debt issuance is going to occur, so it could be at fiscal year-end or it could be another point in time (such as the end of a quarter) .
8. Question: But they are typically agreed upon procedures?  
Answer: Typically, currently.
9. **NOTE:** Section V-General Provisions, B General Terms and Conditions #7. Term. This will be an initial three year contract with the option to renew for two 2-year extensions.
10. Question: Please clarify the years. Is it September 30, 2017 going forward?  
Answer: Yes, September 30, 2017 going forward.
11. Clarification: For an overview of how the process will go. Teams will be performing the evaluation on the technical and written proposals. For firms deemed qualified, Purchasing staff will open Fee proposals and assign points. More than likely we will have oral interviews; GRU has decided to have interviews, but General Government is still deciding. The City Auditor is the Contract Coordinator and, after receiving the team evaluations and the scoring process complete, will make a recommendation to the Audit and Finance Committee on the final ranking which then goes to the City Commission for final approval. We are projected to bring that recommendation to the Audit and Finance Committee in January 2017 and the City Commission in February 2017. This way, we will have contract in place to do any interim field work for spring or summer for 2017.
12. Question: On page 4, Item K and Exceptions to the RFP unless it's specifically stated. A quick read page, I haven't seen anywhere in here where there are specific areas where we are not allowed to take exceptions. In the General Terms and Conditions on page 18, if we take exception for example to the indemnification clause in number 4, are you expecting a red line "we don't agree with this" or "this is how we would like to see this" or how would you that presented?

Addendum #2-2



CAUD-170010-DH  
Professional Auditing Services

Answer: You may submit exceptions as stated in Item K "...All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals..."

13. Question: Can we get a copy of the contract to use as a template?

Answer: Please refer to the current contract (attached) as a template. This does not include any current changes in law.

*The following are answers/clarifications to questions received after the non-mandatory pre-bid conference:*

14. Question: May we please receive a copy of the General Government prior year financial statements?

Answer: Documents are available at: <http://www.cityofgainesville.org/Portals/0/bf/CAFR%202015.pdf>

15. Question: How many auditors were in the field last year and for approximately how many days during the General Government audit?

Answer: 3 – 4 auditors. 2 weeks during interim and about a month for final.

16. Question: What was the prior year fee for the General Government audit?

Answer: The FY16 audit fees for General Government are as follows:

General Government	\$ 97,599
Wild Spaces Public Places	3,500
Community Redevelopment Agency	<u>5,000</u>
Total FY16 Audit Fees	<u>\$106,099</u>

17. Question: Who is responsible for preparing the General Government financial statements and notes?

Answer: The City prepares the financial statements and the notes with the auditing firm reviewing and consulting?

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

#### CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Carr, Riggs & Ingram, LLC

BY: Frank Mason, Partner Frank Mason

DATE: 10/25/2016

Addendum #2-3



CAUD-170010-DH  
Professional Auditing Services

**ADDENDUM NO. 3**



Date: October 17, 2016 Bid Date: October 27, 2016  
at 3:00 P.M. (Local Time)

RFP Name: Professional Auditing Services for General Government Bid No.: CAUD-170010-DH  
And Gainesville Regional Utilities

NOTE: This Addendum has been issued only to the holders of record of the specifications and attendees of the non-mandatory pre-bid conference held on September 29, 2016.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

*The following are answers/clarifications to questions received after the non-mandatory pre-bid conference:*

1. Question: When are the books closed and ready for audit?  
Answer: GRU's response—the books will be closed and ready for audit by the last week in November.  
GG's response – the books close mid to late December.
2. Question: What is the current or desired audit fieldwork schedule for preliminary and final fieldwork?  
Answer: GRU's response—the desired preliminary fieldwork dates are August timeframe and the final fieldwork dates would begin the last week of November.  
GG's response – currently the preliminary is early September and the final is the end of November.
3. Question: What level of assistance does GRU staff give for the audit, i.e. schedules prepared, etc.?  
Answer: GRU staff prepares all lead schedules which will tie to the financial balances for the balance sheet and prepares all supporting documentations, including excel files.
4. Question: Does GRU staff prepare the financial statement and notes to the financial statements?  
Answer: GRU prepares the MD&A, financial statements and all notes.
5. Question: What is the due date for the reports? The 2015 report was dated February 24, 2016. Were there any unusual circumstances in the 2015 audit?  
Answer: GRU's response—the final due dates for the audit reports is February 25<sup>th</sup> if circumstances on GRU's side cause the reports to be delayed (for example, GASB 68 entries). GRU's expectation is that January 15<sup>th</sup> is the date that all reports are finalized and the financial statements are issued. GASB 68 delayed the issuance of the financial statement for the 2015 audit.  
GG's response – the due date for the reports is six months after the fiscal year end.

Addendum #3-1



6. Question: How many estimated hours are done for current fieldwork, i.e. number and level of staff, how many days on site, etc.?  
Answer: GRU's response—estimated hours are unknown. GRU noted for preliminary fieldwork, there are 4-5 people on site for 8-10 days (audit manager and staff/partner for a portion of the time). GRU noted for final fieldwork there are 4-6 people on site for three weeks (audit manager and staff/partner for a larger portion of the time than preliminary).  
GG's response – 3-4 auditors. 2 weeks during interim and about a month for final.
7. Question: What were the 2015 audit fees for the GRU audit?  
Answer: \$141,719
8. Question: Does GRU finance staff provide the valuation of derivative instruments marked to market at year end and write the note to the financial statements?  
Answer: Third parties provide the valuations. GRU staff prepares the note.
9. Question: Does GRU anticipate requiring an audit under the Uniform Guidance (single audit) for the 2017 audit year?  
Answer: No.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

#### CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: Carr, Riggs & Ingram, LLC  
BY: Frank Mason  
Frank Mason, Partner  
DATE: 10/25/2016

Addendum #3-2