

A. STATEMENT OF QUALIFICATION

Request for Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and Other Grant Funds

City of Gainesville, Florida
RFQ No. #CMGR-220033-GD

Due Date: December 27, 2021 at 3:00 PM

Prepared for and presented to:

City of Gainesville
Procurement Division
City Hall
200 East University Ave
Room 339
Gainesville, FL 32601

Prepared and Presented by:



Dynamic Contracts Consultants LLC

54 Sugar Creek Center Blvd, Suite 300
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LIST OF EXHIBITS

1. Dynamic – Office of the Secretary of State – Certificate of Fact
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3. Dynamic – Build up Houston – Interise – Small Business Entrepreneurship Certificate
4. Resume of Khalil Memon – Project Leader / Compliance Consultant
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7. Khalil Memon – CPCM Certification – NCMA
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13. Resume of Bryant Warren – Finance & Auditing
14. Resume of Pat Hogston – Management & Cost Analysis

Executive Summary

<u>GOVERNMENT INFORMATION</u>	US FEDERAL / STATE GOVERNMENT CONTRACTS, GRANTS AND COMPLIANCE SOLUTIONS
<p>DUNS #: 929974363 NAICS: 541990 , 541618, 541990 CAGE CODE: 7V0Bo EIN # 81-0702418</p> <p><u>Certifications:</u> Minority Owned Small Business (MOSB) Asian American Owned Small Business Small Disadvantaged Business (SDB) Minority Owned Business Certification State of Texas /Application pending</p> <p><u>Address:</u> 17427 Straloch Lane Richmond, TX 77407 (Registered)</p> <p><u>Office:</u> 54 Sugar Creek Center Blvd, Suite 300, Sugarland, TX 77478</p> <p><u>Website:</u> www.dynamiccontractsconsultants.com <u>Telephone:</u> 800-593-1730 / 281-644-0509 <u>Email:</u> info@dynamiccontractsconsultants.com</p> <p><u>Clients – Contracts / Compliance</u> City of CA – Solano County (FEMA) AIRBUS INTERMASS Genesis Janitorial Services LLC and many more</p> <p><u>Clients – Grants</u> Victory House Camp First Texas American Red Cross TX Department of State Health Services and many more</p>	<p>Established in 2015, Dynamic is a minority owned small business. Our goal is to deliver high-value services that exceed customer expectations. Our vision is to provide quality support to our clients by “providing simple solutions to complex problems” and “to excel in every service we provide”.</p> <p>Dynamic and its Team of Grant Consultants have:</p> <ul style="list-style-type: none">• Have written and managed many grants – from small local grants to larger scale regional/state grants.• Some of them include:<ul style="list-style-type: none">▪ Emergency Food & Shelter Program (EFSP)▪ FEMA – Wragg Fire – CA▪ Grant Program (EMPG)▪ Homeland Security National Training Program▪ Emergency Management Performance Grant Program (EMPG)▪ Homeland Security Grant Program (HSGP)▪ And more <p>Dynamic Consultants are presently working with Major Defense Contractor as a Compliance Consultant related to FAR / DFAR/ ARRARS.</p> <p>Dynamic Consultants work with multiple small business with US Federal Government Contracts / Grants & Compliance solution related to FAR / DFAR / DOSAR, etc</p> <p>Dynamic Contracts Consultants LLC can assist the City of Gainesville with respect to Grant Management and Compliance related to ARPA, such as:</p> <ul style="list-style-type: none">• Research & Evaluation• Grant Management• Compliance with Consulting Services for Oversight & Compliance for American Rescue Plan Funds• Legislative Updates• ARPA Compliance and Reporting – State and Local Recovery Funds (Uniform Guidance (2 CFR Part 200)• And more



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C. Statement of Firms Interest

December 27, 2021

Subject: Response to Request for Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and other Grant Funds.

Dear Sir/Madam.

Dynamic Contracts Consultants LLC (aka “Dynamic”) takes the opportunity to submit its technical and price proposal through this cover letter to the City of Gainesville in response to the above-referenced Request for Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and other Grant Funds - The City of Gainesville.

Dynamic has successfully demonstrated that they are trusted and reliable contractor and partners. We are tremendously proud of the impacts that we will make in helping the City of Gainesville serve, protect the integrity of its citizens and its communities in the City of Gainesville, FL.

Dynamic is a SBA Minority Owned Small Business, Certified Business Enterprise (TX), SBA Small Disadvantage Minority Owned Small Business and SBA Asian American Owned Small Business.

For the past 7 years, Dynamic has provided its services in the US FED Government and State Agencies and has worked for with multiple clients in US FED Government contracts and compliance solutions arena as well as State /City/ local Agencies.

We believe that our response meets the requirements as called out in the City of Gainesville’s Request for Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and other Grant Funds.

If the City of Gainesville determines that Dynamic response is deficient in any way, we respectfully request to be promptly notified and be given an opportunity to correct any such

deficiency. Please forward any questions regarding this solicitation response to me. My contact information is provided below.

On behalf of Dynamic, I thank you for giving us the opportunity to respond to this Request for Qualification and we look forward to a mutually rewarding partnership.

Kal (Khalil) Memon / Director
CPCM, CFCM, CCCM, LL.M, MBA, LL.B, BS
Dynamic Contracts Consultants LLC
Tel: 281-644-0509 / 800-593-1740
Email: kmemon@dynamiccontractsconsultants.com
www.dynamiccontractsconsultants.com

D. Firm and Individual Qualifications

Company’s Profile

Dynamic Contracts Consultants, LLC is a contracts / grants / compliance consulting company for US Federal Government contracts (FAR/DFAR). We also assist our clients in State Government, local Agencies, commercial and international arena for contracts, grants and compliance solutions.

We specialize in drafting, proposal writing, negotiating, management and compliance related to contracts and grants specializing in providing comprehensive solutions for programs and projects covering a wide range of size and complexity.

We believe that experience and expertise go hand in hand. We provide professional services to large, small and mid-sized business and entrepreneurs who want to do business with Federal / state government / local agencies, commercial and international corporations. Our consultants are experienced in working with numerous business transactions in government, commercial (private/public) and international sector.

We are located in Sugarland, Texas. We believe that our consultants **“must deliver sustainable and measurable results, not just reports to our clients”**.

Based on the principles of providing **“simple solutions to complex problems”** Dynamic Contracts Consultants provides innovative cost-effective solutions that are designed to ensure complete clients / customer satisfaction.

Our consultants are certified professionals in the industry. Our consultants and technology-enabled services assist supply chain management, procurement and other departments of Agencies / corporations to be efficient and effective, compliance with the laws, minimize risks, minimize spending and budget analysis / accountability.

NAME OF THE COMPANY	Dynamic Contracts Consultants LLC
ADDRESS	54 Sugar Creek Center Blvd, Suite 300 Sugarland, TX 77478
TELEPHONE NUMBER	281-644-0509 / 800-593-1730
EMAIL	info@dynamiccontractsconsultants.com
WEBSITE	https://www.dynamiccontractsconsultants.com/
ESTABLISHED	November 17, 2015
DUNS #	929974363
CAGE CODE	7VoBo
CERTIFICATION	SBA <ul style="list-style-type: none"> • Certified Minority Owned Small Business (MOSB) • Asian American Owned Small Business • Disadvantaged Minority Owned Small Business

	<p>City of Houston – Build up Houston</p> <ul style="list-style-type: none">• Small Business Enterprise <p>Professional Certification – National Contracts Management Association – Ashburn, VA</p> <ul style="list-style-type: none">• Certified Professional Contracts Manager (CPCM)• Certified Federal Contracts Manager (CFCM)• Certified Commercial Contracts Manager (CCCM)
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Name of the Principal / Professionals and Key Personnel

- **Project Scope:**

Dynamic will perform the services remotely (virtual) or in office (if required).

As Consultant’s we will provide all managerial, administrative, and direct labor personnel necessary to accomplish the work in this contract. Our consultants will be working virtually or on site only for contractual duties and not for other business purposes. We will employ skilled and qualified work force to perform the work of this contract.

We will provide materials, equipment, and tools necessary to accomplish the work in this contract.

- **Project Management:**

Kal (Khalil) Memon, / Director of Dynamic Contract Consultants LLC will initiate, plan, execute, control and manage the Team of Dynamic to achieve specific goals and meet specific success in a specific time frame.

Dynamic Team is comprised of:

1. Kal (Khalil) Memon / Director / Project Coordinator / Grant Compliance(Resume attached)
2. Michele Leight – Sr Grant Writer / Management Consultant (Resume attached)
3. Bryant Warren – Sr Grant Finance & Auditing Consultant (Resume attached)
4. Pat Hogston – Sr Management & Cost Analysis Consultant (Resume attached)
5. Other consultants will be added if required

Project Manager / Coordinator / Sr Grant Management Compliance Consultant:

Consultant Kal (Khalil) Memon is a Certified Professional Contracts Manager (CPCM), Certified Federal Contracts Manager (CFCM) and Certified Commercial Contracts Manager (CCCM) from National Contracts Management Association (NCMA). He has Masters in Law (LL.M) from Chicago Kent College of Law (Chicago), MBA from KC College of Management (India), Bachelors of Law (LL.B.) and BS degree (Chemistry) from University of Bombay (India) and past member of the Bar Council of Maharashtra & Goa (India).

Khalil is Director of Dynamic Contracts Consultants LLC and is presently working with multiple small business and major corporations. He is US FED Government Proposal Analysis Subject Matter Expert. He has over twenty-five years of cumulative experience in contracts concerning US FED Government – Prime / subcontracts, commercial and international contracts.

His expertise includes such as:

- Compliance with CARES & American Rescue Plan Act 2021 (ARPA) and CSLFRF.
- Writing Proposals / Responses/ Review/ Analysis for Federal, State, City and Local Agencies Contracts (RFP / RFQ / IFB) in compliance with FAR / DFAR / ARRARS / DOSAR
- Compliance (Federal / State and Local Agencies)
- Experience in FAR / DFAR/VAAR/DOSAR, etc- Acquisition Planning & Strategy/ Market Research / Source Selection / Negotiation / Compliance / Subcontract Management / Pre and Post Award / Disputes / Closeouts / Request for Equitable Adjustment (REA)
- Cost analysis (Direct and Indirect Costs)
- Contractor Purchasing System Review (CPSR) preparation, evaluation, compliance and post survey
- Experience in Defense / IT / Engineering & Construction / Facilities Management various industries
- Experience in FFP (EPA) / Cost Reimbursement / Incentive / IDIQ / T&M contracts
- Registration and Certifications in US Federal and State Agencies databases - MOSB, WOSB, VOSB, DVOB
- Analytical / Legal / Technical approach
- Mitigating risk/cost analysis
- Drafting Capability Statement / Proposal Preparation
- Teaming / Subcontracting Agreements / Subcontracting Management
- Market Research / Negotiations / Source Selection
- Contract Interpretation, Disputes / Protests / Modifications / Closeouts / Termination & Excusable Delays
- Flow down Clauses for Subcontractors (Compliance)
- eSRS / Subcontracting - Database Management (Compliance)

Sr Consultant / Grant Researcher / Writer / Management Consultant:

Michelle Leight is an energetic, compassionate, and savvy grant writer, proposal/RFP writer, and development consultant with over 20 years of experience in PK-12 education, higher education, social services, and health care. Michelle has been instrumental in securing over **\$25 +M** in grant awards for clients.

Michelle has partnered with higher education institutions across the nation for the past ten years and support their advancement efforts at all stages – from strategic planning to donor identification and grant calendar management to program design coordination and proposal development to post-award program evaluation and grant management.

Michelle is familiar with the U.S. Department of Education federal programs and remains current on the appropriate trends impacting higher education institutions. Recent projects that Michelle has helped to support include Strengthening Institutions Program, Hispanic-Serving Institutions Program for STEM, Talent Search Program, Minority Science and Engineering Improvement Program, GEAR UP, Upward Bound, several National Science Foundation programs, and more.

Sr Consultant / Financial and Audit / Management Consultant:

Bryant Warren is retained by clients to develop policies, procedures and implement internal controls focusing on accounting, contracts administration and management, estimating, and business systems, laws, regulations and contract requirements; prepared/supported/negotiated final rates for incurred cost submissions, supported internal and external audits for Sarbanes Oxley (SOX) compliance of prepared indirect rates for revenue recognition and corporate reporting, investigated allegations pertaining to fraudulent activities, focal point and information facilitator for government audits (DCAA/OIG/DCMA), identification and implementation of best practices, dispute resolution with government customers, research and resolve accounting and compliance issues from government auditors (DCAA), developed and conducted training courses on unallowable costs (FAR), cost allocations (CAS), and supplier proposal price/cost analysis.

Some clients include: United States Enrichment Corporation, Dimensions International, Inc., ERM-West, Inc., EG & Lockheed Martin, Raytheon Engineers & Constructors, General Dynamics, Mowat, Mackie, & Anderson LLP, Ernst & Young Government Contract Services, Robert Half International, RD Amross LLC, United Technologies/Pratt-Whitney, Vargas & Company CPAs, AVTEL Services, Inc., Teledyne Systems Company, Horne Engineering, Goodman-Ball, Inc., Cohn-Reznick Government Advisory Services, Los Angeles County Metropolitan Transportation Authority (LACMTA).

Sr Consultant / Management & Cost / Price Consultant:

Retired US Director of Contracts - Department of Defense (DOD)

Retired as Director of Contract Operations, Department of Defense for HQ Mission and Installation Contracting Command, Pat was responsible for the effective and efficient contract execution for 32 CONUS Army Installations. Pat has 30 years of source selection and cost/price analyst experience both within the US Air Force and Army.

E. Technical Proposal - Dynamic's Capacity to Perform

Dynamic Contracts Consultants LLC (“Dynamic”) is registered in State of Texas since 2015. Dynamic works with multiple clients in Defense / Aerospace / Janitorial Services / IT / Medical / Engineering & Construction / City of California / Solano County / Solano County Water Agency / FEMA Grants as a Consultants / Sub-contractors for US Federal / State / City / County Grant, Contracts and Compliance Solutions.

Dynamic team is led by Kal (Khalil) Memon, CPCM, CFCM, CCCM, LLM, MBA, LLB as a Director of the Company.

Capability Statement of Dynamic is attached for your review.

Dynamic believes in the:

- Quality of services we provide to our clients
- Compliance with contract terms and conditions of the FAR and local rules and regulations of the State / Agencies, County, and other Federal and State Agencies.
- Effectiveness of management
- Willingness to cooperate with and assist the customer/client, the City of Gainesville in routine matters, when confronted by unexpected difficulties.
- Business integrity / business conduct.

Evidence of Established Business

- Copy of the Secretary of State of Texas Registration and Certificate of Fact
- Texas Office of the Comptroller – Franchise Tax Account Status
- Interise - Build Up Houston – Small Business Enterprise
- Dynamic is familiar with Coronavirus Aid, Relief and Economic Security Act (CARES Act) and American Rescue Plan Act (ARPA) of 2021. Each federal funding program covers different utility needs, including planning, operations, management and compliance.
- We view our clients / customers as strategic partners: hence by giving us the opportunity to provide a service to you, and we are doing our part and putting together a strategic plan to focus on the City of Gainesville's needs.
- Our goal is to exceed your expectations. We treat our clients / customers as lifetime partners with many using our service over 3 years. Dynamic proven commitment to training and business knowledge for our services is top priority for us.

Past / pending litigation:

- There are no litigation pending against Dynamic or its executives and consultants. Dynamic has never been in any litigation action in the past.

Insurance:

- Upon award, Dynamic will provide additional insurance information to City of Gainesville (copy of the insurance is attached as Ex).

Compliance:

- Dynamic Contracts Consultants LLC (aka “**Dynamic**”) will comply with:
 - Equal Employment Requirements as specified in Executive Orders 11246 and 11375
 - Workers’ Compensation Act while performing work for the City of Gainesville.
 - E-Verify Program – Compliance with Illegal Immigration Reform and Enforcement Act
 - Dynamic states that all the employees working on this project will be US citizens in compliance with enactment of O.C.G.A. § 13-10-91, the applicable federal work authorization program is “E-Verify” (<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>) operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security. Information and instructions regarding E-Verify program registration.
 - Dynamic will comply with all applicable Federal, State and local laws and regulations including, but not limited to:
 - The Civil Rights Act of 1964
 - The Age Discrimination Act of 1975
 - The Americans with Disabilities Act of 1990 and
 - Section 504 of the Rehabilitation Act of 1973
 - Dynamic as a Contractor certifies that they will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Indemnification:

- Dynamic agrees to indemnify, hold harmless and defend the City of Gainesville from and against any and all liabilities, suits, actions, legal proceedings, claims, demands, damages, costs and expenses (including attorney’s fees) rising out of any negligent act or omission of the Contractor, its agents, subcontractors or employees in the performance of this Contract.

Assignment:

- Dynamic will not assign or subcontract the whole or any part of this Agreement without the City of Gainesville’s prior written consent.

Undue Influence:

- Dynamic states, that it does not either directly or indirectly through others in which the Dynamic as a Proposer does not seeks to influence any

representative of the Contracting Entity regarding any matters pertaining to this solicitation.

PROPOSED SCOPE OF SERVICES

Dynamic Grant Consultants Skills are as follows:

- **Research / Application / Procurement / Management and Compliance**
 - Provide assistance in developing appropriate policies and procedures for use of CARES & ARPA funds.
 - Review projects proposed by the City for eligibility compliance with the CARES Act & ARPA.
 - Strong research skills and multi-tasking
 - Provide technical & professional advisory services
 - Assisting the City of Gainesville, grantees and sub-recipients in the development of outcomes and measures for the project/programs associated with each grantee/sub-recipient.
 - Assisting the City of Gainesville in collection of performance measures from each of the grantees and sub-recipients on at least a quarterly basis and at close-out of the specific program and/or investment.
 - Conduct strategic planning, coordination and execution with respect to identifying, vetting and distributing the funds to the eligible recipients
 - Providing the City of Gainesville, a quarterly report on performance measures and for each grant, project and/or program at program close-out.
 - Develop and Implement financial strategies and a final close-out report at the conclusion of the ARPA funding cycle providing performance measures for every grant, investment issued and/or made by the City of Gainesville.
 - Reviewing contracts and purchasing documentation
 - Assist the City in completing the appropriate documentation required for federal grand funding, and the submittal of all eligible expenditures to the appropriate agencies, and within the required deadline.
 - Regulatory compliance expertise including identification of authorized uses of the Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future.
 - Interpret Federal Guidance and establish and/or verify eligibility under the Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future.
 - Establish procedures for verification of eligibility for award and expenditure of Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future.
 - Establish proper accounting and reporting internal control mechanisms to record, track, and disburse funds according to all federal, state, and local laws and regulations including, but not limited to: Uniform Guidance; General Accepted Accounting Principles; and the City's internal fund(s) based accounting policies and procedures.

- Establish policies and procedures for appropriate document retention and reporting with the Federal Financial Accountability and Transparency Act (FFATA) and/or Treasury Office of Inspector General.
- If needed, design/establish application procedures.
- Confirmation of verification of eligibility and final disbursement of Rescue Plan Funds, and any funds that may become available to the City through other government agencies in the future.
- Monitor for duplication of benefits and develop processes and documentation requirements around sub-recipient risk assessment, monitoring and management, including training of sub-recipients on grant requirements.
- As may be applicable, coordinate between federal, state, and local agencies, including the: U.S. Department of the Treasury, U.S. Office of Management and Budget, U.S. Attorney's office, U.S. Department of Justice, State of Florida Emergency Management Agencies, Florida Attorney General's office, Florida Department of Revenue, Florida Auditor General, Florida Office of Management Services, and Alachua County, Florida.
- Provide for fraud, waste, and/or abuse identification, reporting, and remediation.
- Provide oversight and guidance to guarantee compliance with OMB Uniform Guidance, 2 CFR, Part 200, and the Single Audit Act, including performing internal control risk assessments as required.
- Establish one or more appeals procedures for disputes regarding amounts awarded, including processes for evaluation of final determinations.
- Establish one or more appeals procedures for disputes with Local, State and Federal Government for mishandling or misinterpreting the rules and regulations which may result in payback to those agencies.
- Provide regular and frequent status reports, including reporting on financial performance and projection modeling, the form and contents of which shall be dictated by the City. These status reports will be transparent and address broader questions about the City's distribution and use of the Rescue Plan Funds.
- Establish review processes for any new/future reporting requirements related and/or applicable to the Rescue Plan Funds and any funds that may become available to the City through other government agencies in the future.
- Resolve any requests for information, justification, audit findings, and eligibility appeals.
- Review contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using federal funds.
- Assisting in the development of a program intended to build the capacity of those entities receiving grand funds
- Assist in responding to any request for information by any source and assist with preparing a response to any audit
- Develop and implement eligibility criteria for individuals, families, small business, and non-profits.
- Provide the City with quarterly and annual reports that will summarize total expenditures by project worksheet.
- Possess broad knowledge of organizational structure, functions and needs.

- Represent City of Gainesville and attend meetings with FEMA, U.S. Treasury, or other agencies as may be necessary on behalf of the City of Gainesville.
- Assist the City to resolve disputes with agencies such as FEMA, U.S Treasury, Internal Revenue Service's etc.
- Develop effective grant proposals and grant reports based on the organizational requirement.
- Provide education and training of staff that will or may be involved with the various aspects of funds distribution or the program.
- Develop and implement eligibility criteria for individuals, families, small business, and non-profits.
- Identify and understand the financial and budget matters of the City of Gainesville.
- Ability to incorporate accurate and pertinent information in the proposal or grant execution.
- Interfacing and communicating with individuals at all levels of the organization.
- Resolve any requests for information, justification, audit findings and eligibility appeals.
- Ability to understand the project requirements, organization, departments, and its functions
- Provide oversight & guidance to guarantee compliance with OMB Uniform Guidance 2 CFR, Part 200, including performing internal control risk assessments as required.
- Self-driven, pro-active, ability to work effectively and independently
- Experienced in handling highly confidential matters with discretion
- Responsible, organized and provides attention to details
- Maintain a professional and cordial relation with the grant coordinator and fund providers to ensure and check if the information provided meets the requirements.
- Possess broad knowledge of organizational structure, functions and needs of compliance related to ARPA 2021
- Identify and understand the financial and budget matters related to compliance of ARPA 2021 with respect to City of Gainesville.
- Review intake forms and applications for criteria compliance.

Work Plan

A work plan will be considered outlining all work elements in Scope of Services.

- **Project Overview:**

Based on the scope of work, Dynamic Contracts Consultants LLC (as Contractor's) will adhere to the requirements of the City of Gainesville for Consulting Services for Oversight & Compliance for American Rescue Plan Funds as follows:

- **Evaluation / Compliance**

- Federal and State Government Grants are now requiring extensive evaluation plans to monitor the effectiveness of their awards. A comprehensive outcome-based measurement plan is necessary to secure an award with an evaluator that has the experience and expertise to produce formative and summative final reports that validate the success of the project.

- Dynamic Contracts Consultants Team provides evaluation services through two avenues:
 - 1) During the proposal/grant development process, we will create an evaluation plan that we will implement and manage following award through a supplemental contract for services; and
 - 2) We assist organizations who have successfully received an award and need assistance in gathering and aggregating data to produce quarterly, annual, or final reports.
- **Strategic Planning**
 - Dynamic Contracts Consultants LLC will meet with City of Gainesville procurement department interested in initiating a development program to identify strengths and weaknesses, to set goals for improvement, and to identify local community resources and partnerships available to strengthen future ventures.
- **Grant Management / Subgrantee Management**
 - Following an award, Federal and State Grant funders (donor's) will typically require additional information and reports to ensure that the program is meeting the proposed goals and objectives. Dynamic Contracts Consultants Team will manage all aspects of Jessamine City award(s) and ensure full compliance with the donor's requirements.
- **Database Management**
 - Dynamic Contracts Consultants offers database management services to organize your donor pipeline and enhance customer relationships and cultivation. We have experience with Salesforce, Donor Perfect, and others non-profit CRM platforms.
- **Financial Advisory Services**
 - Dynamic and its team will provide expert guidance and advisory services applicable to legislation, regulations, policies and procedures and compliance with ARPA.

Overall Project Analysis and Implementation related to The American Rescue Plan Act 2021

SLFRF AND CSLFRF

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021, providing \$350 billion in relief to states and local governments to support families, businesses, and communities suffering from the continued impact of the COVID-19 pandemic through the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF).

The American Rescue Plan Act was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the

Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

In June 2021, the U.S. Department of the Treasury (Treasury) issued guidance on CSLFRF compliance and reporting requirements, including specific guidance on uniform administrative requirements, reporting requirements, and principles and eligible uses.

American Rescue Plan provides significant direct formula grant funding for state, tribal and local governments. These funds are also referred to as Coronavirus State and Local Fiscal Recovery Funds, CSLFRF, CLFRF or Fiscal Recovery Funds

The Treasury has issued guidance on compliance and reporting requirements for the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF).

In June, the Treasury provided “Compliance and Reporting Guidance” for CSLFRF funds, including reporting and uniform administration requirements. This article provides highlights and key reminders.

Recipient	Interim Report	Project & Expenditure report	Recovery plan performance report
States, U.S. territories, metropolitan cities and counties with population >250,000	By August 31, 2021, with expenditures by category	By October 31, 2021, and then 30 days after the end of each quarter thereafter	By August 31, 2021, and annually thereafter by July 31
Metropolitan cities and counties with population <250,000 and which received >\$5million in funding			Not required
Tribal governments			
Metropolitan cities and counties with population <250,000 and which received		By October 31, 2021, and then annually thereafter	

<\$5million in funding			
NEUs	Not required		

Understanding the compliance and reporting requirements in the American Rescue Plan is essential to helping community responsibly spend and manage funds post-award.

Per 2 CFR 200.303, organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.

The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the following conditions is true: the item is below the micro-purchase threshold, the item is only available from a single source, the public exigency or emergency will not permit a delay from publicizing a competitive solicitation, or after solicitation of a number of sources, competition is determined inadequate.

Since mid-March, three acts have been passed into law that provided in excess of \$2 trillion in relief and support to address the COVID-19 pandemic. Now that organizations are starting to receive funding from federal agencies, recipients are working diligently to comply with terms and conditions that, in some cases, aren't well-known or, worse yet, haven't yet been established.

While certain guidance from federal agencies is clearly lacking, history can serve as a great roadmap.

We will begin by assessing three things:

1. internal controls,
2. single audit triggers and considerations, and
3. compliance with best practices.

Guidance on Distribution of Funds to Non-entitlements units of local government

https://home.treasury.gov/system/files/136/NEU_Guidance.pdf

The American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to tens of thousands of “non-entitlement units of local government” (NEUs).

ARPA directs the Department of the Treasury (Treasury) to make payments to each State for distribution to NEUs within the State. Treasury is providing the following guidance to assist States with their distribution of these funds to NEUs.

A more detail on reporting requirements by recipient type including NEUs, can be found on Compliance and Reporting Guidance. It will assist us for basic principle guidelines for ARPA 2021 Compliance.

Key Guiding principles for Compliance for ARPA 2021:

- Recipients and subrecipients are the first line of defense, and responsible for ensuring the SLFRF award funds are not used for ineligible purposes, and there is no fraud, waste, and abuse associated with their SLFRF award.
- Many SLFRF-funded projects respond to the COVID-19 public health emergency and meet urgent community needs. Swift and effective implementation is vital, and recipients must balance facilitating simple and rapid program access widely across the community and maintaining a robust documentation and compliance regime.
- SLFRF-funded projects should advance shared interests and promote equitable delivery of government benefits and opportunities to underserved communities, as outlined in Executive Order 13985, On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government; and
- Transparency and public accountability for SLFRF award funds and use of such funds are critical to upholding program integrity and trust in all levels of government, and SLFRF award funds should be managed consistent with Administration guidance per Memorandum M-21-20 and Memorandum M-20-21.
- The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”).

Dynamic Implementation Analysis:

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

- As Consultants, we will review Uniform Guidance requirements applicable to City of Gainesville’s use of SLFRF funds, and SLFRF-funded projects. In coordination with the City of Gainesville procurement team, we will advise as to how and whether certain aspects of the Uniform Guidance apply.
- We will provide the City of Gainesville with a summary of organization’s compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the 2020 OMB Compliance Supplement Part 3. Compliance Requirements (issued August 18, 2020).
- We will also assist / advise / consult the City of Gainesville with various issue related to ARPA 2021:

1. **Allowable Activities.**

Develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations. Review program requirements, including Treasury’s Interim Final Rule and the recipient’s Award Terms and Conditions, to determine and record eligible uses of SLFRF funds. Per 2 CFR 200.303.

2. **Allowable Costs / Costs Principles**

We will assist/ advise / consult the City of Gainesville to be in compliance with Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles.

Allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

- Administrative Costs
- Salaries and Expenses

3. Cash Management

SLFRF payments made to recipients are not subject to the requirements of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 or 2 CFR 200.305(b)(8)-(9).

As such, recipients can place funds in interest-bearing accounts, do not need to remit interest to Treasury, and are not limited to using that interest for eligible uses under the SLFRF award.

4. Eligibility

We will advise / consult with the City of Gainesville that funds allocated under this program are used for eligible purposes.

Generally, recipients must develop and implement policies and procedures, and record retention, to determine and monitor implementation of criteria for determining the eligibility of beneficiaries and/or subrecipients.

5. Equipment and Real Property Management

Any purchase of equipment or real property with SLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D.

Equipment and real property acquired under this program must be used for the originally authorized purpose.

Consistent with 2 CFR 200.311 and 2 CFR 200.313, any equipment or real property acquired using SLFRF funds shall vest in the non-Federal entity.

Any acquisition and maintenance of equipment or real property must also be in compliance with relevant laws and regulations.

6. Matching, Level of Effort, Earmarking

There are no matching, level of effort, or earmarking compliance responsibilities associated with the SLFRF award.

SLFRF funds may only be used for non-Federal match in other programs where costs are eligible under both SLFRF and the other program and use of such funds is not prohibited by the other program.

7. Period of Performance

We will advise / consult the City of Gainesville to develop and implement internal controls related to activities occurring outside the period of performance.

For example, each recipient should articulate each project’s policy on allowability of costs incurred prior to award or start of the period of performance.

All funds remain subject to statutory requirements that they must be used for costs incurred by the recipient during the period that begins on March 3, 2021, and ends on December 31, 2024, and that award funds for the financial obligations incurred by December 31, 2024, must be expended by December 31, 2026. Any funds not used must be returned to Treasury.

8. Procurement, Suspension & Debarment

We will advise / consult the City of Gainesville to be responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable.

9. Program Income

Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds.

10 Reporting

We will advise / consult the City of Gainesville for reporting of federal funds, as all recipients must complete financial, performance, and compliance reporting as required and outlined in Part 2 of this guidance.

Expenditures must be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR 200.1.

The City of Gainesville should appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles.

11 Subrecipient Monitoring

We will advise/ consult City of Gainesville as SLFRF recipients that are pass through entities as defined under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

12 Special Tests and Provisions

Treasury has set a deadline of July 16, 2021, for receipt of public comment on its Interim Final Rule and will adopt a final rule responding to these comments. In addition, Treasury may add clarifications to the implementing guidance. Across each of the compliance requirements above, Treasury described some best practices for development of internal controls. The table below provides a brief description and example of each best practice.

Internal Control best practices:

Best Practice	Description	Example
Written policies and procedures	Formal documentation of recipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records	Storage of all subrecipient payment information.

13. Uniform Administrative requirements

As per Per 2 CFR 200.303, we will assist City of Gainesville to develop and implement effective internal controls to ensure that funding decisions under the CSLFRF constitute eligible use of the funds.

The Treasury guidance issued best practices to that effect:

- Written policies and procedures (e.g., documented procedure for determining worker eligibility for premium pay)
- Written standards of conduct (e.g., code of conduct/ethics for subcontractors)
- Risk-based due diligence (e.g., enhanced review of subrecipient with imperfect performance history)
- Risk-based compliance monitoring (e.g., greater monitoring for projects with a higher risk of fraud)
- Record maintenance and retention (e.g., storage of all subrecipient payment information)
- Further, recipients are responsible for ensuring that any procurement using CSLFRF funds, or payments under procurement contracts using such funds, are consistent with procurement standards. All procurement transactions must follow full and open competition, and documented procurement policies must be in place.

14. Restrictions

We will assist City of Gainesville to adhere and comply with the restrictions related to CSLFRF funds. Generally, CSLFRF cannot be used to service debt, satisfy a judgement or settlement, or contribute to a “rainy day” fund. Other restrictions stipulate funds cannot be deposited into a pension fund or used as a nonfederal match for a federal program.

Award Terms and Conditions:

- The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury’s Interim Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions.
- These obligations include the following items in addition to those described above:
 - i. Sam.gov requirements
 - ii. Recordkeeping requirements
 - iii. Single Audit requirements
 - iv. Civil rights compliance

We will assist / advise / consult the City of Gainesville for the above proposed outline and all other issues / compliance related to SLFRF statute.

Grant Writing / Management / Compliance / Auditing & Cost Analysis Experience

Kal (Khalil) Memon / Sr Consultant / Project Manager / Compliance Consultant

- **FEMA – WRAGG FIRE** – City of California – Solano County – Solano County Water District - \$\$\$\$ M FEMA Grant project – Writing RFQ / IFB in compliance with FED / State and County laws.

Michele Leight / Sr Consultant / Sr Grant Writer / Managed Consultant

Grants procured / managed for a few Agencies:

- **American Red Cross – North Texas Region**
Over \$1,000,000 in awards through foundation, corporate and United Way grants. Managed 26 United Way relationships, including grant management and reporting, across 110-county region.
- **American Red Cross – Central Texas Region**
Over \$250,000 annually in awards through foundation, corporate and United Way Grants. Managed 4 United Way relationships and all federated giving requests (12) across 78-county region.
- **Drug Prevention Resources, Inc.**
Texas Department of State Health Services – Behavioral Health Prevention Services.

Youth Prevention Indicated (1) - \$253,689.
Youth Prevention Selective (1) - \$211,495.
Community Coalition Partnerships – 4 separate proposals for a total award of \$512,443.

- **Victory House**

Managed approximately \$250,000 in awards annually through foundation, corporate, United Way and local government awards.

Frank & Seba B. Payne Foundation - \$80,000 (annual 2008-2010)

Veteran's Administration Capital Grant Program - \$351,000

2008 Emergency Shelter Grant - \$58,500

2009 Emergency Shelter Grant - \$39,450

2009 Affordable Housing Trust - \$60,535

2010 Emergency Shelter Grant - \$7,576

2010 Affordable Housing Trust - \$71,410

2010 Bethlehem HPRP – \$205,458

2011 Northampton County HPRP - \$15,750

2011 Emergency Shelter Grant – \$50,000

2011 Affordable Housing Trust - \$70,000

2012 Emergency Shelter Grant - \$51,750

2012 Affordable Housing Trust - \$70,000

2013 Bethlehem Community Development Block Grant - \$56,751

2014 Affordable Housing Trust - \$60,000

- **Camp First Texas**

Awarded over \$850,000 through foundation and corporate grants

Harold Simmons Foundation - \$10,000

James A. Davidson Charitable Foundation - \$10,000

Sid W. Richardson Foundation - \$150,000

George & Kay Young Foundation, Inc. - \$123,832

Community Foundation of North Texas - \$15,000

Meadows Foundation - \$89,256

Jonesville Foundation - \$53,970

- **Urban Teacher Center**

Teacher Quality Improvement Grant Program - \$298,000

- **School Improvement Network**

Numerous RFP responses to school districts, regional education cooperatives and states for RttT State funding – several vendor awards

- **Tom Joyner Foundation**

Designed national Veterans Education Program. Proposal draft was completed, but never submitted. Roll-out activities were funded through Foundation's internal resources.

- **Refugee Services of Texas**

Texas Department of State Health Services Refugee Social Services
Amarillo Education – \$133,168
Dallas Education - \$89,333
Fort Worth Education - \$82,835
Amarillo Employment - \$55,000
Austin Employment - \$99,311
Fort Worth Employment - \$80,000

- **Underwriters Laboratories**

Department Homeland Security Firefighter Safety Research & Development Grant
\$991,000
Department Homeland Security Firefighter Safety Research & Development Grant
\$995,000
National Science Foundation Major Research Instrumentation - \$1,998,292

- **Misc School Districts:**

Submitted various education applications through federal and state discretionary programs, including the following:

Race to the Top – Early Education Challenge
Race to the Top – District
Investing in Innovation Fund
Improving Literacy Through School Libraries
21st Century Community Learning Center

- **National Corporations**

Prepared RFP responses for numerous technologies, social service/healthcare and education businesses to secure existing and new business opportunities for their product and services.

Bryant Warren, MBA, CICA, CFIP / Sr Consultant / Finance and Auditing

Retained by clients to develop policies, procedures and implement internal controls focusing on accounting, contracts administration and management, estimating, and business systems, laws, regulations and contract requirements, prepared / supported / negotiated final rates for incurred cost submissions, supported internal and external audits for Sarbanes-Oxley (SOX) compliance of prepared indirect rates for revenue recognition and corporate reporting, investigated allegations pertaining to fraudulent activities, focal point and information facilitator for government audits (DCAA/OIG/DCMA), identification and implementation of best practices, dispute resolution with government customers, research and resolve accounting and compliance issues from government auditors (DCAA), developed and conducted training courses on unallowable costs (FAR), cost allocations (CAS), and supplier proposal price/cost analysis.

Presently Bryant is working with:

- **Afognak Corporation, Anchorage, AK - Finance Compliance Manager / Consultant**

Responsible for ensuring compliance with government laws, regulations, internal operational company policies, practices and procedural systems, and contractual terms and conditions. SME to numerous internal organizations and ensures company maintains compliance with applicable procurement regulations.

Past performance to include:

- **RPS Group, Inc. North American Operations, Houston, TX – Federal Compliance Manager**

Responsible for compliance throughout North America for the company's federal contract operations, which includes, but is not limited to: developing best practices, creating written policies, practices and procedures, developing effective internal controls, reviewing cost accounts for unallowable costs, DCAA/DCMA liaison on all contractual matters, consultations with senior management regarding complex issues, performing risk assessments, contracts and subcontracts administration and management, developing direct and indirect rates for billings and proposal purposes, proposal preparation (cost volume), and preparation and support of the yearly Incurred Cost Proposal.

- **Deloitte LLP, Hermitage (Greater Nashville), TN - Senior Manager, Federal Internal Audit**

One of the original members of the created Federal Internal Audit group chosen by the Chief Audit Executive and the Lead Partner to bring the depth and breadth of expertise required to create this function within Internal Audit. We focus on our government business segments performing audits, and consultations. Some of my duties and responsibilities include, but are not limited to: supporting the development of the yearly audit plan; the success in the execution of the audits assigned; adequate field supervision of staff auditors; research, communication, interpretation, and implementing emerging issues which affect our risk portfolio; fraud risk assessments of various functions and business systems are conducted to monitor and detect if there is reason to believe there is criminal activity within the firm in the form of fraud indicators. Was also a member of Deloitte's Fraud Committee.

- **Fluor Federal Services, Inc, Greenville, SC - Manager, Government Compliance**

Fluor delivers engineering, procurement, construction, maintenance, and project management to government and commercial clients in diverse industries around the world. Fluor Federal Services managed one of the Army's largest contingency operations in the world (LOGCAP Afghanistan) and is comprised of three service lines -Environmental & Nuclear, Contingency Operations, and Services. The compliance function creates, performs, and executes the annual compliance plan for internal control, compliance reviews, and investigative audits to ensure the reliability and the integrity of information, compliance with policies and regulations, the safeguarding of assets, the economical efficient use of resources, and the adherence to established operational objectives of the company are practiced.

This is carried out by documenting and assessing risks for the business and processes through compliance reviews, management assessments, and internal audits to determine the operational efficiency and effectiveness of internal controls for compliance with relevant laws, regulations, company practices, and contractual requirements. Corrective actions are recommended to senior management and implemented for any deficiencies

revealed including the remediation of compliance risks and/or deficiencies through training, process improvements, governance, and system controls. In summary, the primary purpose of the compliance function is to “mitigate risks associated with potential allegations of defective pricing, fraud, and/or violations of the Federal False Claims Act; with the end goal being to prevent problems from occurring by defining the root cause of deficiencies, recommending effective internal controls, and communicating any unethical behavior within the company to management for corrective actions.”

- **RD Amross, LLC (Joint Venture)**

**Pratt/Whitney Rocketdyne, Inc. Jet Engine Research Facility - Jupiter, FL
Financial/Contracts Advisor**

RD Amross, LLC is a United States joint venture between United Technologies Corporation/Pratt & Whitney Rocketdyne, and International Space Engines, Inc., a subsidiary of the Russian open joint stock company NPO Energomash of Khimki, Russia, which sells the RD-180 liquid propulsion rocket engines to the United Launch Alliance, LLC in support of the Atlas and Delta evolved expendable launch vehicles.

Prepared financial and accounting data in accordance with the regulations, contract, and GAAP, prepared taxes for the partners, managed the company’s cash flow, filed payroll and related taxes and returns, prepared the annual operating budgets and financial plans, variance analysis, liaison to government auditors (DCAA), implemented and monitored best practices, CAS/FAR subject matter expert and support, and prepared pricing proposals and cost estimates in compliance with the government’s solicitation and procurement regulations.

- **Blackstone Technology Group, Inc., Arlington, VA - Senior Accounting Manager**

Blackstone Technology Group is a large government contractor headquartered in San Francisco providing management and technical consulting and staffing services. As the resident SME on matters of compliance, ethics, and financial management, responsibilities included preparing the firm’s forward pricing rates, forecasts/budgets, account reconciliations, financial statements, month / year-end closings, incurred cost submissions, strategic advisor to the President and Managing Director, author of Federal Government compliant policies and procedures, responded to customer requests for financial information, DCAA liaison, billings, support the proposal process with pricing strategies, revenue recognition, and training employees on compliance and ethics.

- **Textron Hydraulic Research (Subsidiary of Textron, Inc.), Valencia, CA -
Senior Government Compliance Administrator**

This division of Textron, Inc. performs R&D and manufacturing for hydraulics used in military and commercial applications. Close liaison was maintained with the division President, VP of Finance, Internal Audit, and the Division Controller on matters of government compliance issues.

The role also supported government officials in the performance of their audits (DCAA), negotiation of overhead costs and indirect rates, explaining accounting practices, procedures and policies, resolving disputes, maintained the cost accounting disclosures (CASB Disclosure Statement), performed accounting change analyses (whether formal

cost impact proposals or internal studies to assess strategic long-range planning on the viability to implement an accounting practice change), authored policies and procedures, SME guidance, executed training, and conducted compliance checks to ensure that actual practices complied with applicable laws, regulations, company policies, and contract requirements.

- **Northrop Grumman Aircraft Division (Advanced Projects), Hawthorne (Greater Los Angeles), CA**

Supporting the DoD's Tri-Service (Army, Navy, and Air Force) Standoff Attack Missile (TSSAM) Program price/cost analyses were performed on proposals from major subcontractors (\$50M+) and cost management under Cost Schedule Controls Systems (C/SSC – under DoD Instruction 5000.2 (DoDI 5000.2) now referred to as EVMS Earned Value Management Systems (ANSI/EIA-748).

Senior Program Financial Analyst (Cost Management)

Prepared the monthly CDRL requirements for the CFSRs (Cost Funds Status Reports), CPRs (Cost Performance Reports), Termination Liability Schedule, and C/SSRs (Cost Schedule Status Reports). Team lead performing subcontractor joint on-site quarterly surveillance reviews with the customer (prime contract was with the Air Force – Wright-Patterson AFB, OH) to ensure schedule integrity, CAM (Cost Account Manager) knowledge, and costs incurred from their reported CPRs, with the goal of identifying risks and determining the health of their EVMS systems in accordance with the written and established practices and procedures for which they were approved under. In addition, we also conducted our own internal reviews of CAMs, costs incurred, schedule integrity, and variance analyses which tripped the program thresholds and identified significant deficiencies defined under the DFARS Business Systems Criteria, whether schedule or cost, were explained (i.e., what, when, why, how, and recovery plan) and reported.

Senior Subcontracts Price/Cost Analyst (Subcontracts)

Price or cost analyses were performed on all non-competitive subcontract proposals. Fact-finding was conducted, and price/cost analyses reports were written and provided to subcontract administrators with recommendations on costs analyzed, along with supporting the negotiation on the price of the subcontract.

- **Defense Contract Audit Agency (DCAA), Anaheim, CA/DCAA-Hughes Helicopters (Boeing), Culver City, CA/Lockheed Martin Aeronautical Systems Company (Advanced Programs “The “Skunk Works”), Burbank, CA and Palmdale, CA - Senior Auditor**

Audits from DCAA's mobile office (Anaheim, CA), DCAA's Hughes Helicopters (now Boeing) residency office (Culver City, CA), and working at Lockheed's Advanced Programs (Burbank, CA), we conducted compliance, financial, operations, proposal, and contract/subcontract audits in order to reach conclusions regarding reported financial information, internal controls, adequacy of financial management systems, proposals, applicable laws, compliance with established policies, government regulations (FAR/CAS), GAAP, contract requirements, and negotiations support management.

- **Defense Security Cooperation Agency, The Pentagon (Foreign Military Sales), Washington, DC**

Accountant (Financial & Contract Accounting)

Foreign Military Sales (FMS) agency of the Federal Government is charged with the management of Federal Government-to-foreign government sales of defense equipment, services, and training, financed, and regulated through the Foreign Military Financing and the Arms Export Control Act. Primary duties and responsibilities entailed: account reconciliations, variance analyses, financial statement preparation, month-end reporting, recording transactions, A/P, billings, A/R, and collections

Pat Hogston, MBA, BSBA – Management & Cost Analysis / Retired Director of Contracts - US Department of Defense

Retired as Director of Contract Operations for Department of Defense HQ Mission and Installation Contracting Command, Pat was responsible for the effective and efficient contract execution for 32 CONUS Army Installations.

Pat has 30 years of source selection and cost/price analyst experience both within the Air Force and Army. In 2000 Pat served on an IPT that wrote the Air Force's source selection policy/procedures, then again in 2016 served on an IPT that wrote the Army's source selection policy/procedures. In 2018 Pat was an IPT member on the DoD team that developed the current cost and pricing guidelines and guidebook for DoD.

Pat has two separate stints as a Cost/Price Analyst in his career, one stint was specifically leading the Army's A-76 study's for BASEOPS requirements across Army CONUS Installations.

Pat also has extensive procurement experience (26 years) with Base Operations requirements. Just prior to my retirement in 2020, as a category management initiative Pat developed, led an Army IPT that standardized the way the Army executes their BASEOPS requirements. Standardization included a standardized PWS, contract type, pricing structure, source selection approach, evaluation criteria, and quality assurance. Successfully pilot tested the approach at Ft Belvoir and Ft Bliss. Shared his initiative with the Air Force and they were planning on implementing the standardized approach.

F. References

Ex C is attached

List of clients over the past three years, demonstrating prior experience with relevant information and references (provide dates of contracts, places of performance, value of the contracts, contact names, telephone and fax numbers and email addresses).

Dynamic Client # 1

Submitted By: Dynamic Contracts Consultants LLC / Subcontract	
Dates of Contract:	December 2019
Place of Performance:	City of California / Solano County / Solano County Water District – FEMA Grant / Wragg Fire
Value of Contract:	Multi-Million \$\$\$ FEMA Grant Project – Proposal Writing RFQ / IFB for City of CA- Solano County – (Subcontractor)
Point of Contact (POC):	Name: Broadbent & Associates / Neil Ellis (Prime) Telephone Number: 510-333-7274 Website: https://www.broadbentinc.com/ E-Mail Address: nellis@broadbentinc.com

Dynamic Client # 2

Submitted By: Dynamic Contracts Consultants LLC / Consultant	
Dates of Contract:	12 / 2020
Place of Performance:	Proposal Writing
Point of Contact (POC):	Captain Ketrina E Lewis /CEO / DOD (Air Force) Modern Health & Wellness LLC Tel: 469-659-9494 Website: https://mymodhealth.com/ E-Mail Address: trina@mymodhealth.com

Dynamic Client # 3

Submitted By: Dynamic Contracts Consultants LLC / Consultant	
Dates of Contract:	2020
Place of Performance:	Proposal Writing
Point of Contact (POC):	Sherry McManus / CEO Doc2e-file

	Tel: 713-649-2006 Cell: 832-579-8700 Website: https://doc2e-file.com Email: sherrymcmanus@doc2e-file.com
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Dynamic Client # 4

Submitted By: Dynamic Contracts Consultants LLC / Compliance Consultant	
Dates of Contract:	2018 – present
Place of Performance:	Compliance Consultant – Multiple projects – Virtual Assistant
Point of Contact (POC):	AIRBUS JR Franzen / Procurement Executive US FED Government Contracts Solutions (due to restrictions, we cannot disclose other information)

Dynamic Client # 5

Submitted By: Dynamic Contracts Consultants LLC	
Michele Leight – Consultant	
Grant Writer / Management and Compliance Consultant	
Dates of Contract:	Since 2004 – Present
Place of Performance:	Multiple Projects
Value of Contract:	Multi-Million \$\$\$ Grant Project – Proposal Writing Multiple Grant Projects
Point of Contact (POC):	PAT DILUZIO, EXECUTIVE DIRECTOR VICTORY HOUSE OF LEHIGH VALLEY BETHLEHEM, PA 18015 TEL: 610-691-3373 EMAIL: PDILUZIO@VICTORYHOUSELV.ORG

Dynamic Client # 6

Submitted By: Dynamic Contracts Consultants LLC	
Michele Leight – Consultant	
Grant Writer / Management and Compliance Consultant	

Request for Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and Other Grant Funds - Dynamic Contracts Consultants LLC – December 27, 2021

Dates of Contract:	October 2017 – Present
Place of Performance:	Multiple Projects
Value of the Contract:	Multiple Grant Projects
Point of Contact (POC):	JEN STRBAC, SENIOR CAPTURE MANAGER GOGUARDIAN P: (562) 665-1139 EMAIL: JENFVS@GMAIL.COM OR JSTRBAC@GOGUARDIAN.COM

Dynamic Client # 7

Submitted By: Dynamic Contracts Consultants LLC / Consultant

Dates of Contract:	Multiple
Place of Performance:	Proposal Writing / Compliance / Consulting
Point of Contact (POC):	Leon Bennett Genesis Janitorial Services LLC – SDVOSB, VOSB, MOSB, African American Owned Small Business Tel: 972-979-8548 E-Mail Address: genesisjantor1@hotmail.com

List of Contracts Procured by Dynamic Contracts Consultants LLC

Submitted By: Dynamic Contracts Consultants LLC / Prime Contractor / GC

Prime Contracts / GC	2020 and 2021
US FED Government Agency	US Department of State (11/2020) and US Environmental Protection Agency (credit card) (10/2020) US Department of Commerce (NOAA) (07/2021)

List of Contracts Procured by Dynamic Contracts Consultants LLC

Submitted By: Dynamic Contracts Consultants LLC / Subcontractor

Subcontractor Contracts	2020 Prime: Broadbent & Associates
City of California, Solano County, Solano County Water Agency	FEMA – Wragg Fire – Multi \$\$\$ Grant writing

G. Insurance

Dynamic Insurance policy is attached as E. Additional insurance policy and details will be provided upon award.

H. Price proposal

Price Proposal original has been mailed to City of Gainesville in a sealed envelope via **FEDEX** and has been delivered to City of Gainesville, Procurement Department on Friday – December 24, 2021.

We thank the procurement team of City of Gainesville for giving us the opportunity to submit this Response Request for Consulting Services for Oversight and Compliance for American Rescue Plan Act of 2021 and other Grant Funds and we look forward to working with the City of Gainesville.



Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Certificate of Formation for Dynamic Contracts Consultants, L.L.C. (file number 802334257), a Domestic Limited Liability Company (LLC), was filed in this office on November 17, 2015.

It is further certified that the entity status in Texas is in existence.

It is further certified that our records indicate KHALIL Y. MEMON as the designated registered agent for the above named entity and the designated registered office for said entity is as follows:

17427 STRALOCH LN

RICHMOND, TX - 77407 1957 USA

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on June 29, 2020.



A handwritten signature in black ink, appearing to read "Ruth R. Hughs".

Ruth R. Hughs
Secretary of State



Franchise Tax Account Status

As of : 06/29/2020 15:26:32

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

DYNAMIC CONTRACTS CONSULTANTS, LL.C.

Texas Taxpayer Number 32058843981

Mailing Address 17427 STRALOCH LN RICHMOND, TX
77407-1957

Right to Transact Business in Texas ACTIVE

State of Formation TX

Effective SOS Registration Date 11/17/2015

Texas SOS File Number 0802334257

Registered Agent Name KHALIL Y. MEMON

Registered Office Street Address 17427 STRALOCH LN RICHMOND, TX 77407



This is to certify that

Khalil Memon

Dynamic Contracts Consultants, LLC

has completed all of the requirements of the **Build Up Houston Program**
to earn a Certificate in

Small Business Entrepreneurship

This Certificate granted by Interise
May 19th, 2020

A handwritten signature in black ink, appearing to read 'Darrell C. Byers', written over a horizontal line.

Darrell Byers, CEO
Interise

A handwritten signature in black ink, appearing to read 'Marsha E. Murray', written over a horizontal line.

Marsha Murray, Director
City of Houston
Office of Business Opportunity

INTERISE



KHALIL MEMON

CERTIFIED PROFESSIONAL CONTRACTS MANAGER – CPCM

CERTIFIED FEDERAL CONTRACTS MANAGER - CFCM

CERTIFIED COMMERCIAL CONTRACTS MANAGER - CCCM

17427 Straloch Lane, Richmond, TX 77407

(832) 677-7620 | kmemon@dynamiccontractsconsultants.com

<https://www.dynamiccontractsconsultants.com/>

LinkedIn: <http://www.linkedin.com/pub/khalil-memon/41/382/7a4>

- Highly motivated individual with over twenty years of cumulative experience in International, Commercial and US Federal and State Government contracts.
- Education to include: Certified Professional Contracts Manager, Certified Commercial Contracts Manager; Certified Federal Contracts Manager, Master's in law (LL.M), MBA, Bachelor's in Law (LL.B.) and Bachelor's in Science (Chemistry).
- Extensive knowledge in the obligations, procedures, and formats in Domestic US / Federal and International laws.
- Excellent analytical, data evaluation, problem solving abilities and good interrelationship skills.
- Thorough knowledge in the system of contracts negotiation, compliance, and contract law.
- Capable of leading team with exceptional management skills.
- Expert liaison assessing product value, negotiate favorable agreements terms and conditions in securing contracts.
- Proven track record in contracts management of caseload for class action lawsuits of \$35B.
- Demonstrated ability to manage complex commercial and environmental contracts.

- | | | |
|-----------------------------|--------------------------------|------------------------------|
| ▪ Uniform Commercial Code | ▪ Business Law /Litigation | ▪ Master Service Agreements |
| ▪ Negotiation skills | ▪ Competitive Intelligence | ▪ Pursuing innovative ideas |
| ▪ Total Acreage Comparisons | ▪ Production Sharing Contracts | ▪ Analytical Skills |
| ▪ Problem solving ability | ▪ Interpersonal Skills | ▪ Joint Operating Agreements |
| ▪ FAR / DFAR/ARRAR/VAAR | ▪ SARA/FASA/AFFARS/GMRA | ▪ ITAR/EAR |
| ▪ IFB / RFP / RFQ Analysis | ▪ Cost Analysis | ▪ US FED Govt Contracts |

PROFESSIONAL EXPERIENCE

DYNAMIC CONTRACTS CONSULTANTS, LLC. Houston, TX

2015 - Present

Director / Consultant / Negotiator

Specialties: US Federal / State Government Contracts / Commercial and International Contracts, Grants and Compliance Solutions

- Assists and advise Clients at all stages of contract lifecycle from project inception, procurement, bid support through contract award and closure
- Our Clients include from different industries, such as: Aerospace / Defense / IT / construction / engineering
- Procurement/negotiation / bid analysis / comparative cost analysis/drafting contracts and agreements
- Analyzing/reviewing/capture/ drafting and writing RFP/ RFQ proposal
- Cost Analysis / REA Analysis / Risk Analysis
- Proposal Writing / management/analysis
- GSA Schedule contracts - drafting/ analyzing/ writing contracts
- Compliance and Risk Management (CRM)
- FAR / DFAR / ARRARS / DOSAR /VAAR etc
- FEMA/ SBIR/STIR Grants
- **Compliance:** NAADA, eSRS, CAAP, FCPA, ITAR, EAR, Flow-down, Procurement Integrity Act, FFATA, CPARS, ARPA, etc

LIQUIDATION OUTLET INC, Houston, TX 2004 – 2014

International Business Development / Trade Compliance Manager / Director

Specialties: International law, US Business Law - Contracts/ Negotiation

- Planning, negotiating, drafting, developing and research all international customers, markets
- Negotiate international contracts, purchase agreements - Trade Compliance (Domestic US / International laws)
- Coordinate efforts of Supply chain /Logistics/ Project Management
- Coordinate efforts as a liaison with US custom Brokers for exports, imports, and Harmonized Tariff Schedule (HTS)

CONOCOPHILLIPS, Houston, TX 2003 – 2004

Contracts/Legal/Lease Specialist (contract)

Specialties: Midstream: Commercial, Refining, Lubes (Lubricants) and Specialty Products, Transportation and Maritime

- Drafted and Review - Business contracts and Lease agreements.
- Drafted/Reviewed/Analyze - areas of incompleteness, inefficiencies, points of dispute, and legal loopholes.
- Negotiate and provide legal advice while determining the contractual terms and conditions with the Business group/managers/clients.
- Ensure compliance of processed contracts with the obligations prescribed by organizational policies, and procedures.
- Ensured projects advanced per the terms of the contract, alerting the organization in case of breach of contract.
- Conducted extensive research on NAFTA, about lubes and lubricants, preparing analytical report.
- Handling numerous claims/ disputes and coordinating with legal and business departments.
- Briefing the customers, outside counsels, legal department and business groups of the legal contracts implications and compliance policy and procedures.

TRUE NORTH COMMUNICATION, Chicago, IL 2001 - 2002

Sr. Legal Analyst (contract)

APACHE CORPORATION, Houston, TX 2000 - 2001

International Sr. Legal Assistant – Egypt, Poland, Canada, China, Australia

Specialties: Upstream: Contracts, International law: Concessions Agreements, Productions Sharing contracts, Joint Operation Agreements, Royalty Agreements, Master Service Agreements (Offshore - Indemnity)

- Draft/negotiate /review international agreements and contracts.
- Reviewed laws/agreements of different countries, including Kazakhstan, Argentina, and Uzbekistan, for possible explorations, performing extensive legal research and compiling synopsis for Executive Management.
- Drafted and reviewed economic and fiscal provisions, enabling the allocation of economic benefits
- Report risks involved for international transactions between the parties concerned.
- Wrote and analyzed economic, fiscal, and financial portions of International Agreements.
- Draft/review and prepare synopsis/handbook in compliance of US Federal laws and international laws, such as FCPA and ATCA and report to President, VP, International legal departments, Business groups, Managers and Associates

SHELL OIL COMPANY, Houston, TX 1997 - 2000

Sr. Legal Assistant

Specialties: Downstream/Midstream: Complex Commercial and Environmental Litigation, Contracts Disputes, Anti-Trust Claims, Civil Fraud, Real Estate, Royalty Agreements and Environmental Remediation.

OFFICE OF THE ATTORNEY GENERAL, Houston, TX 1991 – 1997

Enforcement Specialist

EDUCATION

Master's in law (LL.M), International Law, Comparative Law and Energy Law, Chicago Kent College of Law, Chicago, IL

Master's in Business Administration (MBA) K.C. College of Management, Bombay, India

Bachelor's in law, (LL.B. - Attorney) University of Bombay, Bombay, India

Bachelor's in chemistry, University of Bombay, Bombay, India

Paralegal Certificate, Southwestern Paralegal Institute, ABA approved, Houston, TX

CERTIFICATION

Certified Professional Contracts Manager (CPCM) - NCMA (11/2014)
Certified Commercial Contracts Manager (CCCM) - NCMA (11/2013)
Certified Federal Contracts Manager (CFCM) - NCMA (07/2016)

MEMBERSHIP

National Contracts Management Association (NCMA - 2013)
International Association for Contracts and Commercial Management (IACC - 09/2014)
American Bar Association (ABA - 2018)
American Contract Compliance Association (ACCA - 2018)
National Defense Industrial Association (NDIA - 2018)
North American Procurement Council (NAPC - 2018)

EXPERIENCED AND WELL VERSED IN US, FEDERAL AND INTERNATIONAL CONTRACT LAWS

Domestic US Laws
Uniform Commercial Code
US Federal Government Contracts Law

- Authorization and Appropriation
- Pre -Award
 - Contract Principles
 - Contract Types
 - Contracting Methods
 - Contract Financing
 - Intellectual Property
- Acquisition Planning and Strategy
 - Acquisition Planning
 - Market Research
 - Marketing
 - Drafting Solicitations
 - Responding to Solicitations
 - Cost and Price Analysis
 - Negotiation
 - Compliance
 - Source Selection
 - Contract Award
 - Protests
- Post Award
 - Contract Management
 - Quality Assurance
 - Subcontract Management
 - Contract Modifications
 - Transportation
 - Contract Interpretation and Disputes
 - Contract Closeout
 - Contract Termination and Excusable Delay
- Architect - Engineer Contracts
- Information technology contracts
- Major Systems
- Supply Chain Management
- Logistics Management
- Research and Development Contracts

International Laws

UN Convention on Contracts for International Sale of Goods (CISG)
Arms Export Control Act (AECA)
Federal Corrupt Practices Act (FCPA)
Export Administration Regulations (EAR)
International Traffic in Arms Regulation (ITAR)
North America Free Trade Agreements (NAFTA)
Foreign Assistance Act (FAA)
Anti-Boycott Regulations
Foreign Laws and Customs

Domestic US Laws

Air Force Acquisition Regulation (AFFARS)
Defense Federal Acquisition Regulation (DFARS)
Federal Acquisition Regulations (FAR)
Services Acquisition Reform Act (SARA)
Federal Acquisition Reform Act (FARA)
Government Management Reform Act (GMRA)
Federal Acquisition Streamlining Act (FASA)
Government Performance and Results Act (GPRA)
Procurement Integrity Act
Competition in Contracting Act
Contract Disputes Act
Office of Federal Procurement Policy Act
Service Contracts Act (SCA)
Truth in Negotiations Act (TINA)
Contract Work Hours and Safety Standard Act
Small Business Act
Federal Property and Administrative Services Act
Miller Act
Walsh-Healy Public Contract Act
Buy American Act
Davis Bacon Act (DBA)
Anti Deficiency Act
Public Law 85-804 Extraordinary Contractual Relief
Sarbanes-Oxley Act (SOX)

Michelle Leight
Sr Consultant – Dynamic Contracts Consultants LLC

An energetic, compassionate and savvy grant writer, proposal/RFP writer and researcher with over fifteen years of experience in social services, health care and education as both a consultant and Executive Director. Extensive community building experience working with law enforcement, social services, health care, faith-based organizations, the business community and school districts. Instrumental in obtaining over \$25,000,000 for organizations. Areas of expertise include:

Donor Research	Program Evaluation
Grant Calendar Management	Grant Management
Program Design	Strategic Planning
Proposal Development	Technical Assistance

Experience

Dynamic Contracts Consultants LLC – Sr Consultants
Leight Consulting Services, LLC 2000–Present
Grant & RFP Writer / Development Consultant

Provide consultation and expertise in all aspects of grants – research, writing, reviewing, program development, etc. - for education, health care, and social service services organizations. Work closely with local and state government and internal staff. Recent projects include:

Completed multi-school district proposal for major metropolitan area in excess of \$1.5 million for technology advancements for student population.

Created all aspects of the grant (i.e. program plan, application for federal and foundation funding, budget, etc.). Identified over twenty potential funding opportunities for social services agency after brief consultation with board members to clarify and prioritize needs and goals of the organization.

Created all aspects of a program including budget to provide diabetes education to low income individuals in rural area. Resulted in a federal grant application in excess of \$800,000 to provide medical services for rural population after just one meeting with executive director.

Coordinated and wrote multiple grants totally \$850,000 for family service organization. Led staff training to create programs plans for funding opportunities.

Kendall County Youth Service Board 2000 – 2003

Executive Director & Committee Chair

Oversaw Illinois Department of Human Services grant award of \$100,000 and managed 10 contract service providers. Selected accomplishments include:

Managed all aspects of county-wide youth needs assessment. Results used to create new goals and objectives for the board. Identified and recommended existing survey instrument, saving \$10,000 and associated development time. Presented needs assessment design to local superintendents to gain approval to administer throughout the districts.

Supervised 10 sub-contractual partnerships and ensured all goals and objectives were met as defined by the grant contract.

Maintained key community relationships to ensure financial sustainability.

Education Service Network 2000 – 2002

Prevention Specialist

Provided county-wide research-based prevention programming to youth of Kendall County. Developed and designed curriculum for seven alcohol, tobacco and drug prevention programs. Managed the following grants:

United States Department of Justice's Community Oriented Policing - \$250,000

Illinois Juvenile Justice Commission's Youth In Community Policing - \$25,000

Illinois Department of Human Service's Community Based Prevention - \$75,000

Illinois Department of Public Health's Illinois Tobacco-Free Communities - \$100,000

Organized the Kendall County Health & Back to School Fair. Coordinated donations, managed vendor relations, assured health code compliance, scheduled entertainment, managed volunteers and oversaw budget.

Designed and delivered violence prevention curriculum in Kendall County school district that was selected for UNICEF presentation on design and outcomes in Paris, France. Worked closely with local police department and University of Illinois to develop the internationally recognized mentorship program.

F.E. Wheaton, Inc. 1998 – 2000

Sales Specialist

Handled all aspects of providing customer service on house and construction plans resulting in sales over \$1M annually.

Kane County State's Attorney 1996 – 1998

Victim Services Counselor

Advised crime victims of legal rights, coordinated community services and updated victims on status of criminal proceedings.

Education

B.A. Applied Psychology Liberty University

Master in Theological Studies Liberty University

Michelle Leight Recent Writing History

American Red Cross – North Texas Region

2011 – Over \$1,000,000 in awards through foundation, corporate and United Way grants. Managed 26 United Way relationships, including grant management and reporting, across 110-county region.

American Red Cross – Central Texas Region

2013 and 2014 – Over \$250,000 annually in awards through foundation, corporate and United Way Grants. Managed 4 United Way relationships and all federated giving requests (12) across 78-county region.

Drug Prevention Resources, Inc.

Texas Department of State Health Services – Behavioral Health Prevention Services

Youth Prevention Indicated (1) - \$253,689

Youth Prevention Selective (1) - \$211,495

Community Coalition Partnerships – 4 separate proposals for a total award of \$512,443

Victory House

Managed approximately \$250,000 in awards annually through foundation, corporate, United Way and local government awards.

Frank & Seba B. Payne Foundation - \$80,000 (annual 2008-2010)

Veteran's Administration Capital Grant Program - \$351,000

2008 Emergency Shelter Grant - \$58,500

2009 Emergency Shelter Grant - \$39,450

2009 Affordable Housing Trust - \$60,535

2010 Emergency Shelter Grant - \$7,576

2010 Affordable Housing Trust - \$71,410

2010 Bethlehem HPRP – \$205,458

2011 Northampton County HPRP - \$15,750

2011 Emergency Shelter Grant – \$50,000

2011 Affordable Housing Trust - \$70,000

2012 Emergency Shelter Grant - \$51,750

2012 Affordable Housing Trust - \$70,000

2013 Bethlehem Community Development Block Grant - \$56,751

2014 Affordable Housing Trust - \$60,000

Camp First First Texas

Awarded over \$850,000 through foundation and corporate grants

Harold Simmons Foundation - \$10,000

James A. Davidson Charitable Foundation - \$10,000

Sid W. Richardson Foundation - \$150,000

George & Kay Young Foundation, Inc. - \$123,832

Community Foundation of North Texas - \$15,000

Meadows Foundation - \$89,256

Jonesville Foundation - \$53,970

o

Urban Teacher Center

- Teacher Quality Improvement Grant Program - \$298,000

School Improvement Network

Numerous RFP responses to school districts, regional education cooperatives and states for RttT State funding – several vendor awards

Tom Joyner Foundation

Designed national Veterans Education Program. Proposal draft was completed, but never submitted. Roll-out activities were funded through Foundation's internal resources.

Refugee Services of Texas

Texas Department of State Health Services Refugee Social Services

Amarillo Education - \$133,168

Dallas Education - \$89,333

Fort Worth Education - \$82,835

Amarillo Employment - \$55,000

Austin Employment - \$99,311

Fort Worth Employment - \$80,000

Underwriters Laboratories

Department Homeland Security Firefighter Safety Research & Development Grant 2008 - \$991,000

Department Homeland Security Firefighter Safety Research & Development Grant 2009 - \$995,000

National Science Foundation Major Research Instrumentation - \$1,998,292

Misc School Districts:

Submitted various education applications through federal and state discretionary programs, including the following:

Race to the Top - Early Education Challenge

Race to the Top - District

Investing in Innovation Fund

Improving Literacy Through School Libraries

21st Century Community Learning Center

National Corporations

Prepared RFP responses for numerous technology, social service/healthcare and education businesses to secure existing and new business opportunities for their product and services.



DYNAMIC CONTRACTS CONSULTANTS LLC

CAPABILITY STATEMENT

DUNS #: 929974363

NAICS: 541990, 541618, 541199

CAGE CODE: 7VoBo

CERTIFICATIONS:

Minority Owned Small Business (MOSB)
Asian American Owned Small Business
Small Disadvantaged Business (SDB)

ADDRESS: 54 Sugar Creek Center Blvd,
Suite 300, Richmond, TX 77478

WEBSITE:

www.dynamiccontractsconsultants.com

TELEPHONE: 800-593-1730 / 281-644-0509

EMAIL:

info@dynamiccontractsconsultants.com

CLIENTS

- AIRBUS
- Wendorff, Bewerd & Partners
- Price Gordon Services LLC
- INTERMASS
- TR Aerospace/ Saturn Aerospace
- ACOT Engineering
- Broadbent & Associates and more

DIFFERENTIATORS

- Our vision / Customer Service
- Client Relationship
- Cost Effective
- Strategic Solution Driven
- SBA Certified
- Prompt Project Completion

Established in 2015, Dynamic is a minority owned small business. Our goal is to deliver high-value services that exceed customer expectations. Our vision is to provide quality support to our clients by **“providing simple solutions to complex problems”** and **“to excel in every service we provide”**. A team of Certified Professional Contracts Manager, Certified Federal Contract Manager, Certified Commercial Contract Manager (NCMA). Our Team is led by Kal (Khalil) Memon CPCM, CFCM, CCCM, LLM, MBA.

CORE COMPETENCIES

Acquisition, Contract Support and Advisory Services

US FED / State GOVT - FAR/ DFAR / ARRARS / DOSAR

- Acquisition Planning & Strategy
- Market Research / Teaming Agreement
- Drafting / Negotiation / Proposal writing
- Contract Administration/ Capture management
- Contract and Subcontract Management
- Pre/Post Award Contract Acquisition and Closeout
- Cost and Price Analysis / Proposal / Grant Writing
- Compliance and Risk Management
- Procurement Integrity Act
- Business Processes and Risk Assessment
- Procurement System Review (CPSR)
- Quality Control and Compliance
- Counterfeit Avoidance Acceptance Program (CAAP)
- National Defense Authorization Act (NDAA)
- Flow Down Clauses Compliance/Analysis and more
- DCAA Compliance Audit / FFATA / FCPA / ITAR / EAR
- Compliance - ARPA (2021)



PRIME / SUBCONTRACT

PRIME / GC:

- US DEPARTMENT OF STATE
- US ENVIRONMENTAL PROTECTION AGENCY (EPA)
- US DEPARTMENT OF COMMERCE - NOAA

SUBCONTRACT – BROADBENT & ASSOCIATES INC.

- **FEMA GRANT** – RFQ / IFB writing City of CA / Solano County

National Contract Management Association

This is to Certify that

Khalil Aemon

Has met all of the qualifications and is hereby designated by the
National Contract Management Association as a

Certified Professional Contracts Manager

In testimony whereof, witness the signatures of the
Association President and the Executive Director under the
Seal of the Association this 25th day of November 2014



9777
CERTIFICATE NO.

Larry Rowel
ASSOCIATION PRESIDENT

Michael P. Doolittle
EXECUTIVE DIRECTOR



National Contract Management Association

This is to Certify that

Khalil Memon

Has met all of the qualifications and is hereby designated by the
National Contract Management Association as a

Certified Federal Contracts Manager

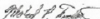
In testimony whereof, witness the signatures of the
Association President and the Executive Director under the
Seal of the Association this 29th day of July 2016

4878

CERTIFICATE NO.



ASSOCIATION PRESIDENT



EXECUTIVE DIRECTOR



National Contract Management Association

This is to Certify that

Khalil Meleon

Has met all of the qualifications and is hereby designated by the
National Contract Management Association as a

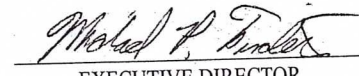
Certified Commercial Contracts Manager

In testimony whereof, witness the signatures of the
Association President and the Executive Director under the
Seal of the Association this 9th day of November 2013



414
CERTIFICATE NO.

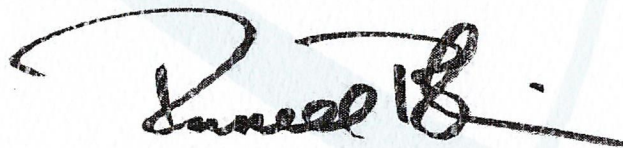

ASSOCIATION PRESIDENT


EXECUTIVE DIRECTOR



Certificate of Membership

This is to certify that Mr Khalil Memon is a member of the
National Contract Management Association as of 9/18/2013.



President



PO Box 113247
Stamford, CT 06911-3247



salessupport@biberk.com
www.biBERK.com

Welcome to biBERK, a Berkshire Hathaway Company

Dynamic Contracts Consultants LLC

54 Sugar Creek Center Blvd Ste 300
Sugar Land, TX 77478-4064

Businessowner's Policy

Policy #: N9BP147833

Insurance carrier: Berkshire Hathaway Direct Insurance Company

A++ Rated | Top 3% of all Insurance providers

Policy effective date: 12/11/2020

To report a claim or loss, call (844) 472-0966 immediately

biBERK Online Policy Center

www.biBERK.com | Log in with the password and email used to purchase this policy

Policyholder resources include:

- Accessing your policy
- Billing
- Payment
- Claims information
- Certificates of insurance

More questions? salessupport@biberk.com or (844) 472-0967

Issued: 12/15/2020

**Berkshire Hathaway Direct Insurance Company
A Stock Company**

Policy No.:
N9BP147833

Renewal of: N9BP043339

POLICY INFORMATION PAGE

- [1] **Named Insured and Mailing Address**
Dynamic Contracts Consultants LLC
54 Sugar Creek Center Blvd Ste 300
Sugar Land, TX 77478
- [2] **Policy Period**
From December 11, 2020 to December 11, 2021, 12:01 AM, standard time at the insured's mailing address.
- [3] **Description of Business**
Business Consulting
- [4] **Coverage**
This policy consists of the Coverage Forms listed on the **Schedule of Forms and Endorsements (IIT SF 01 05)**.
- [5] **Premium**
The premium shown below may be subject to adjustment.
Terrorism - Certified Acts Excluded
TOTAL POLICY PREMIUM
TOTAL PAYABLE
- [6] **Payment of Premium**
In return for your payment of premium, and subject to all terms of this policy, we agree with you to provide insurance as stated in this policy.

Issued: 12/15/2020

Policy No.: N9BP147833

Effective Date: 12/11/2020

SECTION II – LIABILITY COVERAGES AND LIMITS OF INSURANCE

Each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II – Liability in the Businessowners Coverage form and any attached endorsements.

<u>Coverage</u>	<u>Limits of Insurance</u>
Liability and Medical Expenses - Each Occurrence	\$1,000,000
General Aggregate (Other than Products and Completed Operations)	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Medical Expenses (Each Person)	\$5,000
Liability Property Damage Deductible	None
Liability Deductible - Bodily Injury	None

NAGC

NATIONAL ASSOCIATION OF
GOVERNMENT CONTRACTORS

*The National Association of Government Contractors, serving the interest
of government contractors since 1957, is proud to declare*

Khalil Memon
Dynamic Contracts Consultants LLC

*is a certified member in good standing of the
National Association of Government Contractors*

Member Since: 2020
Member ID: 32130724

Julie Ellis

Julie Ellis, Membership

BRYANT WARREN, MBA, CICA, CFIP
Dynamic Contracts Consultants LLC – Sr Consultant

Executive Summary

An honorably discharged U.S Air Force veteran that seeks to bring superior senior professional experience and leadership to an organization who is in search of someone with excellent professionalism, poise, and confidence.

Knowledge, Skills, & Abilities

- * Audit (Internal, Financial, Contract)
- * Proposal Price/Cost Analysis
- * Government Compliance Programs
- * Forward Pricing, Budgeting, Estimating
- * Writing Policies, Practices and Procedures
- * Excellent Interpersonal Skills
- * FAR and CAS Subject Matter Expert
- * Stakeholder Advisor
- * Proposal Preparations, Reviews, and Audits
- * Foreign Military Sales
- * Motivator, Trainer, and Educator
- * Clandestine Investigations
- * Effective and Strong Leadership Skills
- * Strategic Long-Range Planning
- * Pricing/Billing/Booking Rates and Factors
- * Business Systems (Purchasing, Accounting, MMAS, Estimating, EVMS, & Property)
- * Accounting (Cost, Financial, and Contract)
- * Procurement Fraud
- * Subcontracts Administration/Management
- * Project Controls (Cost/Schedule/Control)
- * Fraud Prevention and Detection
- * Audit Plans/Risk Assessments
- * DCAA/DCMA Liaison
- * Successful Small Business Owner
- (Pricing, Incurred Cost, Cost Impact, REAs, Claims, and Change Orders)
- * Manufacturing
- * Employee Supervision and Guidance
- * GAAP/GAGAS/SOX
- * 3rd Party Indirect Rate Opinions
- * Cradle to Grave Procurement Cycle
- * Dispute and Conflict Resolution
- * Project Management
- * Financial Analysis
- * Executive Presence
- * Strategic/Tactical Thinker
- * Negotiations
- * Internal Controls
- * DoD, DOE, DOT, DLA
- * ETCs/EACs
- * Procurement Law
- * Game Changer
- * Proactive Insights
- * Results Driven
- * MS Office
- * Public Speaking
- * Innovative Approaches

Work History

Afognak Corporation – <i>Finance Compliance Manager</i>	2020 - 2022
RPS Group, Inc. North America – <i>Federal Compliance Manager</i>	2019 – 2020
Government Contracts Subject Matter Expert Services – <i>1099 Contractor</i>	2015 – 2019
Deloitte, LLP – <i>Senior Manager, Federal Internal Audit</i>	2013 – 2015
Fluor Federal Services – <i>Manager, Government Compliance</i>	2010 – 2013
RD Amross, LLC – <i>Financial/Contracts Advisor (1099 Contractor)</i>	2010
Blackstone Technology Group – <i>Senior Accounting Manager</i>	2009 – 2010
Bryant Warren dba Bryant Warren Management Consultants (Owner/Chief Consultant)	1991 – 2009
Textron, Inc. – <i>Senior Government Compliance Administrator</i>	1990 – 1991
Northrop Grumman Advanced Projects – <i>Senior Price/Cost Analyst & Program Financial Analyst</i>	1986 – 1990
Defense Contract Audit Agency (DCAA)/Hughes Helicopters/Lockheed-Martin – <i>Senior Auditor</i>	1982 – 1986
Defense Security Cooperation Agency (The Pentagon) – <i>Accountant</i>	1978 – 1982

Education

- MBA, Finance, West Coast University, Los Angeles, CA
- BSBA, Accounting, Columbia College, Columbia, MO
- Certified Internal Controls Auditor (CICA)
- Certified Forensic Investigation Professional (CFIP)
- California Community College Lifetime Instructor Credential (Banking, Accounting & Finance)
- Continuing Education: Certified Global Forensic Accountant (CGFA) Candidate (Spring 2022)

Notable Career Achievements

- Came up with an innovative approach which saved Northrop Grumman \$20M on a high-profile negotiation
- Increased Textron’s cashflow by \$5M by settling a dispute with DCAA regarding consultant costs
- Had a stop payment order lifted by the DCMA against Goodman Ball, Inc.
- Significantly increased General Dynamics cashflow by closing over 200 contracts within a one-year period

- Saved Teledyne \$19M on an alleged Cost Accounting Standards non-compliance as a result of a division merger

Business Affiliations/Military Background/Memberships/Professional Networking

- United States Air Force Veteran (*Vietnam-era*)
- Institute for Internal Controls (IIC): <https://www.theiic.org/>
- International Institute of Certified Forensic Investigation Professionals, Inc. (IICFIP): <https://iicfip.org/united-states-of-america>
- International Institute of Certified Forensic Accountants, Inc. (IICFA): <https://iicfaglobal.com/>
- Senior Fellow, ProSidian Consulting, LLC
- Deloitte LLP Alumni for Life
- National Association of Black Accountants, Inc. (NABA)
- Former Adjunct Faculty Instructor at National University (Accounting & Finance)
- American Legion
- Veterans and Military Business Owners Association (VMBO)
- InterNations (Houston Chapter)
- Minority Business Development Agency (MBDA)
- Professionals in the City (Washington, DC)
- LinkedIn: <https://www.linkedin.com/in/bryant-warren-mba-cica-cfip-cgfa-candidate-09789718/>

Public Speaking Appearances

- Humana Government Business' 3rd Annual Partnership Networking Event, *August 2013, Kentucky Downs, Franklin, KY (Representing Deloitte LLP)*
- Marcus Evans Sponsored Event (marcusevans.com), Internal Controls and DCAA Audits for Government Contractors (Evaluating Cost Proposal Pricing Concerns to Comply with DCAA Expectations), *October 2012, Washington, DC (Representing Fluor Federal Services)*

Previous Government Security Clearances

- Favorable NACI (Public Trust), *DoD (2011 – 2015)*
- Secret (SAR), *DoD, Level III, (1986 – 1992)*
- Secret, *DoD, (1978 – 1986)*

Contractor Business Relationships (Past Contract Consulting Clients)

- The Lucas Group (Supporting Percheron, LLC, Katy, TX)
- Duke Energy Company
- GDI Consulting (Supporting Top Aces Corporation in Tempe, AZ and Montreal, CN)
- Clemson University
- Pratt-Whitney/United Technologies (Chemical Systems Division)
- Lockheed Martin Corporation
- RD Amross, LLC
- BAE Systems Shipyard Repairs
- Raytheon Engineers & Constructors
- Horne Engineering
- Cohn-Reznick Government Contracts Advisory Services
- Dimensions International, Inc.
- United States Enrichment Corporation (Subsidiary of Centrus Energy Corporation)
- Los Angeles County Metropolitan Transportation Authority (LACMTA)
- Mowat, Mackie, & Anderson, LLP CPAs
- Robert Half Management Consultants (Supporting ERM-West, Inc., and EG&G)
- Ernst & Young Government Contract Advisors (Supporting General Dynamics, Sunnyvale, CA)
- AVTEL Aerospace Services
- Goodman-Ball, Inc.
- Vargas & Company, CPAs



PATRICK HOGSTON **DYANMIC CONTRACTS CONSULTANTS LLC – SR CONSULTANT**

EXPERIENCE

Dynamic Contracts Consultants LLC

- Specialize in US Federal Government contracts, supporting clients in all aspects of the federal acquisition process (from pre-award to post-award)
- Client portfolio reviews, locating business opportunities, bid/no bid decisions
- Pricing Support - Assist clients in developing price/cost proposals in response to government solicitations, to include Task Orders
- Proposal Support - Develop and construct a proposal in response to the Government's Solicitation
- Contract administration assistance and solutions

US Department of Defense Mission and Installation Contracting Command Retired Director, Contract Operations

- Responsible or the efficient and effective contract execution of 32 Contracting Offices across all CONUS Army Installations
- Responsible for ensuring balanced and sufficient resources are available at all 32 offices
- Developed policies and procedures and ensure they are adhered to across the offices. Ensured that policies and procedures were IAW all law and DoD/Army Regulations
- Developed strategic initiatives that streamlined acquisition processes and saved resources

EDUCATION

Florida Institute of Technology
MBA
1994
Christopher Newport University
BSBA, major In Economics and Management
1984

CERTIFICATIONS

- Level III certified in Contracting, DoD

RFQ COVER SHEET

Procurement Division
(352) 334-5021(main)

City of
Gainesville

Issue Date: December 10, 2021

REQUEST FOR QUALIFICATIONS: #CMGR-220033-GD
Consulting Services for Oversight and Compliance for
American Rescue Plan Act of 2021 and Other Grant Funds

PRE-PROPOSAL MEETING: Non-Mandatory Mandatory N/A Includes Site Visit
DATE: n/a **TIME:** n/a
LOCATION: n/a

QUESTION SUBMITTAL DUE DATE: December 20, 2021, 3:00pm EDT

DUE DATE FOR UPLOADING PROPOSAL: December 27, 2021 3:00pm

SUMMARY OF SCOPE OF WORK:
The City of Gainesville, FL (City) is requesting qualifications from qualified accounting and/or legal consulting firms for services related to guidance, oversight, and compliance for American Rescue Plan Act of 2021 funds and/or other monies made available to the City through other government agencies and initiatives in the future.

For questions relating to this solicitation, contact: Gayle Dykeman, dykemangb@cityofgainesville.org

Proposer is not in arrears to City upon any debt, fee, tax or contract
 Proposer is NOT in arrears Proposer IS in arrears
Proposer is not a defaulter, as surety or otherwise, upon any obligation to City:
 Proposer is NOT in default Proposer IS in default

Proposers who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer. Addenda received (list all) # _____

Legal Name of Proposer: DYNAMIC CONTRACTS CONSULTANTS LLC
DBA: SAME AS ABOVE
Authorized Representative Name/Title: KHALIL MEMON / DIRECTOR
E-mail Address: kmemon@dynamiccontractsconsultants.com FEIN: 81-0702418
Street Address: 54 Sugar Creek Center Blvd #300, Sugarland, TX 77478
Mailing Address (if different): _____
Telephone: (281) 644-0509 Fax: () _____

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,
 Proposal is in full compliance with the Specifications.
 Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.
SIGNATURE OF AUTHORIZED REPRESENTATIVE: Khalil Memon
SIGNER'S PRINTED NAME: KHALIL MEMON **DATE:** 12/27/21

This page must be completed and uploaded to DemandStar.com with your Submittal.

Exhibit C
REFERENCE FORM

Name of Proposer: **Dynamic Contracts Consultants LLC**

Provide information for three references of similar scope performed within the past three years. You may include photos or other pertinent information.

1. COMPANY NAME: **Broadbent & Associates**
ADDRESS: 1370 Ridgewood Dr, Suite 5
CITY / STATE / ZIP: Chico, CA 95973
PHONE NO. 530-566-1400 / 510-333-7274 (cell)
NAME OF CONTACT: Neil Ellis
EMAIL ADDRESS: nellis@broadbentinc.com
DESCRIPTION OF PROJECT: City of CA, Solano County, Wragg Fire – writing RFQ/IFB – FEMA GRANT – compliance
2. COMPANY NAME: **Doc2e-file**
ADDRESS: 4500 S Wayside, Suite 102
CITY / STATE / ZIP: Houston, TX 77087
PHONE NO. 713-649-2006 / 832-579-8700 (cell)
NAME OF CONTACT: Sherry McManus
EMAIL ADDRESS: sherrymcmanus@doc2e-file.com
DESCRIPTION OF PROJECT: Writing Proposals
3. COMPANY NAME: **Genesis Janitorial Services LLC**
ADDRESS: 1278 Justin Road, Suite 109
CITY / STATE / ZIP: Lewisville, TX 75077
PHONE NO. 469-549-4794 / 972-979-8548 (cell)
NAME OF CONTACT: Leon Bennett
EMAIL ADDRESS: genesisjantor1@hotmail.com
DESCRIPTION OF PROJECT: Multiple projects – writing proposals
4. COMPANY NAME: **Modern Health & Wellness**
ADDRESS: 555 Republic Dr, Suite 200-61
CITY / STATE / ZIP: Plano, TX 75074
PHONE NO. 469-659-9494 (cell)
NAME OF CONTACT: Ketrina Lewis MSN,APRN-BC–Rtd Captain
DOD
EMAIL ADDRESS: Trina@mymodhealth.com
DESCRIPTION OF PROJECT: Multiple projects – writing proposals
5. COMPANY NAME: **AIRBUS**
ADDRESS: We cannot provide any additional information as we are restricted to do so.

CITY / STATE / ZIP:

PHONE NO.

NAME OF CONTACT:

J.R.Franzen – Procurement Executive

EMAIL ADDRESS:

DESCRIPTION OF PROJECT:

Multiple projects – Compliance
FAR/DFAR/ARRARS and more

Exhibit B
PROPOSER VERIFICATION FORM

LOCAL PREFERENCE (Check one)

Local Preference requested: YES NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

- ~~Business Tax Receipt~~
- ~~Zoning Compliance Permit~~

Qualified Small Business and/or Service Disabled veteran Business Status (Check one)

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? YES NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service Disabled Veteran Business? YES NO

REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Proposer registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida? YES NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# _____)

If the answer is "NO", please state reason why:

DYNAMIC will register upon award. Dynamic is a TX corporation.

DIVERSITY AND INCLUSION (Applies to solicitations above \$50,000)

Does your company have a policy on diversity and inclusion? YES NO

If yes, please attach a copy of the policy to your submittal.

Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply being requested for information gathering purposes.

DYNAMIC CONTRACTS CONSULTANTS LLC

Proposer Name

KHADI MEHON / DIRECTOR

Printed Name/Title of Authorized Representative

Khadi Mehon

12/27/21

Signature of Authorized Representative

Date

Items ~~struck through~~ are not relevant to this solicitation.

Exhibit A
DRUG-FREE WORKPLACE FORM

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

DYNAMIC CONTRACTS CONSULTANTS LLC

does:

(Name of Proposer)

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 proposer complies fully with the above requirements.

Shaun Wynn / Director

Proposer Signature

12/27/21

Date

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

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

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

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

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

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

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

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Apply to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
17427 Straloch Lane

6 City, state, and ZIP code
Richmond, TX 77407

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

8	1	-	0	7	0	2	4	1	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ *Shahid Akbar* Date ▶ *11/17/21*

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

SUMMARY OF SCOPE OF WORK:

Acknowledgement of Addendum

The City of Gainesville, FL (City) is requesting qualifications from qualified accounting and/or legal consulting firms for services related to guidance, oversight, and compliance for American Rescue Plan Act of 2021 funds and/or other monies made available to the City through other government agencies and initiatives in the future.

For questions relating to this solicitation, contact: Gayle Dykeman,
dykemangb@cityofgainesville.org

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Proposer is NOT in arrears Proposer IS in arrears

Proposer is not a defaulter, as surety or otherwise, upon any obligation to City:

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ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer:

Addenda received (list all) #: **ADDENDUM # 1**

Legal Name of Proposer: **Dynamic Contracts Consultants LLC**

DBA: **Dynamic Contracts Consultants LLC**

Authorized Representative Name/Title: **Khalil Memon / Director**

E-mail Address: kmemon@dynamiccontractsconsultants.com

FEIN: **81-0702418**

Street Address: **54 Sugar Creek Center Blvd, Suite 300, Sugarland, TX 77478**

Mailing Address (if different): **17427 Straloch lane, Richmond, TX 77407**

Telephone: (281) 644-0509 Fax: (_____) _____

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and, Proposal is in full compliance with the Specifications.

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

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Khalil Memon

SIGNER'S PRINTED NAME: Khalil Memon / Director

DATE: 12/27/21