



August 19, 2016

Mr. Ralph Dierks, Procurement Manager
And Members of the Audit Selection Committee
City of Hollywood
2600 Hollywood Blvd, Room 221
Hollywood, FL 33020

Dear Mr. Dierks and Members of the Audit Selection Committee:

Our fee for services rendered will be based upon the difficulty of your engagement and the time and skill level of our personnel assigned. Work is assigned, according to its complexity, to the appropriate member of our staff. Our proposed fee for the audit of the financial statements for the year ended September 30, 2016 is \$ 215,000.

Our firm commits to these "total all-inclusive maximum fees" for each of the audit years. We have included Appendix B, Part 1 and Part 2.

We hereby attest to our authority to submit this proposal and to individually bind Keefe McCullough to perform this audit in accordance with the resulting contract agreement should the firm be selected. This proposal is a firm and irrevocable offer for one hundred eighty (180) days from the date of the proposal.

We are excited about the opportunity to serve as your independent auditing firm. Please feel free to contact me directly if you require additional information.

Regards,

KEEFE McCULLOUGH

A handwritten signature in blue ink, appearing to read 'W. Benson', written over the printed name 'KEEFE McCULLOUGH'.

William G. Benson, C.P.A.

The sealed dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attached Exhibit A - Part 2, that supports the total all-inclusive maximum price. The cost of special services described in Section I.A.5. of this Request for Proposal will be at quoted rates to be negotiated at the time services are requested.

We have included a schedule of professional fees and expenses on Exhibit A - Part 2, that supports the total all-inclusive maximum price. We understand that the cost of special services described in Section I.A.5. of this Request for Proposal will be at quoted rates to be negotiated at the time services are requested.

Out-of-pocket expenses for firm personnel (e.g., travel, lodging, and subsistence) will be reimbursed in accordance with Section 112.061, Florida Statutes. All estimated out-of-pocket expenses to be reimbursed should be presented in the sealed dollar cost bid in the format provided in the attachment (Appendix B). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

We agree to accept reimbursement for travel, lodging and subsistence in accordance with Section 112.061, Florida Statutes. In addition, travel, lodging and subsistence expenses are included in the total all-inclusive price are in accordance with Section 112.061, Florida Statutes.

If it should become necessary for the City of Hollywood to request the Auditor to render any additional services to either supplement the services requested in this Request for Proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only upon a written agreement between the City of Hollywood and the firm. Any such additional work agreed to between the City of Hollywood and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

We agree any additional work requested or as a result of the specific recommendation included in any report issued shall be performed only upon a written agreement between our firm and the City. This additional work will be performed at the same rates stated in our schedule of fees and expenses.

Payments will be based on a schedule of payments to be developed upon awarding of the contract. The City reserves the right to inspect records supporting the Auditor's billings.

We agree to the City's manner of payment.

**EXHIBIT A – PART I
SEALED DOLLAR COST BID**

**FINANCIAL AUDITING SERVICES FOR FISCAL YEARS ENDED
SEPTEMBER 30, 2016 – 2018**

Price for Fiscal Year 2016 (Per attached Part 2)	\$ 215,000
Price for Fiscal Year 2017 (Per attached Part 2)	220,000
Price for Fiscal Year 2018 (Per attached Part 2)	225,000
Grand Total Price for Financial Auditing Services (3 Years)	\$ 660,000

**EXHIBIT A – PART 2
SEALED DOLLAR COST BID**

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR FINANCIAL AUDITING SERVICES
SUPPORT SCHEDULE FOR FISCAL YEAR September 30, 2016**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total Quote</u>
Partners	<u>100</u>	<u>\$ 275</u>	<u>\$ 200</u>	<u>\$ 20,000</u>
Managers	<u>200</u>	<u>200</u>	<u>150</u>	30,000
Supervisory Staff	<u>250</u>	<u>150</u>	<u>120</u>	30,000
Other (specify) Senior Accountant	<u>430</u>	<u>120</u>	<u>100</u>	43,000
Staff Accountant	1,275	100	80	<u>102,000</u>
Subtotal				\$ 225,000
Other Expenses: (specify)				<u>(10,000)</u>
<u>Less: Discount</u>				

TOTAL PRICE FOR FISCAL YEAR <u>September 30, 2016</u>				\$ <u>215,000</u>

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total price.

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SEALED DOLLAR COST BID**

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FOR FINANCIAL AUDITING SERVICES
SUPPORT SCHEDULE FOR FISCAL YEAR September 30, 2017**

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Staff Accountant	1,275	100	80	<u>102,000</u>
Subtotal				\$ 225,000
Other Expenses: (specify)				<u>(5,000)</u>
<u>Less: Discount</u>				

TOTAL PRICE FOR FISCAL YEAR <u>September 30, 2017</u>				\$ <u>220,000</u>

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SEALED DOLLAR COST BID**

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