REQUEST FOR PROPOSALS:
EXTERNAL INDEPENDENT AUDITING SERVICES

Youth Co-Op, Inc. is a not-for-profit agency with a mission to promote the social wellbeing of South Florida residents through education, employment, and empowerment, or E^3. We are requesting proposals for an independent auditor to conduct our annual audits in accordance with the Federal Single Audit Act, Office of Management and Budget rule, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (this final guidance is located in Title 2 of the Code of Federal Regulations), Florida Single Audit Act, and DEO Final Guidance 05-019 (Audit and Audit Resolution Responsibilities). All of the information to assist with developing your proposal can be found within this RFP.

RFP INFORMATION AT A GLANCE

Bid Title:	Professional Auditing Services
Send Proposals To:	Youth Co-Op, Inc. 5040 NW 7 Street, Suite 300 Miami, Florida 33126 Fax: (305) 643-2739 Email: audit@ycoopmail.org
Due Date & Time:	Monday, April 17, 2023 at 3:00 pm
Contact Information:	Sabino Iodice Director of Finance Phone: (305) 643-6730 ext. 427 Email: audit@ycoopmail.org

Youth Co-Op, Inc. is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Services at 711.

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I. Introduction And General Information

A. General Information and Term of Engagement

Youth Co-Op, Inc. is soliciting proposals from qualified independent Certified Public Accounting firms to provide an audit of the Youth Co-Op, Inc., Youth Co-Op Charter School, Youth Co-Op Preparatory School financial statements for the fiscal year ending June 30, 2023 and thereafter subject to an annual renewal of the engagement. This is a Financial Audit as required under 2 CFR Part 200 Subpart F – Audit Requirements, and Sections 1002.33(9) and 218.39, Florida Statutes.

B. Information and Clarification

All communications are limited strictly to matters of clarification or procedure related to the RFP and must be submitted in writing. Oral requests for clarification will not be accepted. Respondents shall submit all questions regarding clarification of any requirement or procedure via e-mail not later than **1:00 p.m. EST, April 10, 2023**. All requests for information or clarification regarding this proposal should be addressed in writing to Sabino Iodice, whose contact information is included on the first page of this RFP.

Youth Co-Op reserves the right to accept or reject any or all request(s) for clarification, either in whole or in part, and may require requests to be supplemented through additional written submissions.

C. Presentation Costs

Youth Co-Op, Inc. shall not be liable for any costs, fees or expenses incurred by any firm in responding to the Request for Proposal or any subsequent inquiries or presentation relating to a response.

D. Submission of Proposals

We prefer that all proposals be emailed to us at audit@ycoopmail.org for review. If emailing your proposal is not possible, please ensure that the document is received by the deadline at the following address:

Youth Co-Op, Inc.
5040 NW 7 Street, Suite 300
Miami, Florida 33126

II. Nature of Services Required

A. General

Youth Co-Op, Inc. is soliciting the services of qualified firms of certified public accountants to audit its financial statement for the fiscal year ending June 30, 2023. This audit is to be performed in accordance with the provisions contained in this request for proposal.

B. Scope of Work to Be Performed

Youth Co-Op is seeking a single audit of its entity in accordance with the Federal Single Audit Act, Office of Management and Budget rule, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (this final guidance is located in Title 2 of the Code of Federal Regulations), Florida Single Audit Act, and DEO Final Guidance 05-019 (Audit and Audit Resolution Responsibilities).

C. Auditing Standards to Be Followed

To meet the requirements of this Request for Proposal, the audit shall be performed in accordance with

- Generally accepted auditing standards as set forth by the American Institute of Certified, Public Accountants

- Generally accepted government auditing standards as promulgated by the General Accounting Office
- The requirements established by the Auditor General of the State of Florida
- Other applicable federal, state and local laws or regulations.

D. Reports to Be Issued

Following the completion of each of the audits of the fiscal year's financial statements, the auditor shall issue the following:

- A report on the fair presentation of the basic financial statements as a whole, in conformity with accounting principles generally accepted in the United States, including statement on financial position, statements of activities and changes in net assets, statements of cash flows, and notes to financial statements.
- For the agency audit, three supplemental financial information reports: Statement of Functional Expenses, Schedule of Expenditure of Federal Awards, and Notes to Schedule of Expenditure of Federal Awards.
- A separate combined financial statement for the charter schools, in addition to the audit of each of the charter schools.
- A report on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.
- A report on compliance with applicable laws and regulations.
- Schedule of findings and questioned costs.

In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control which could adversely affect the organization's ability to record, process summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

The report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

The auditors shall be required to make an immediate, written report of any irregularities and/or illegal acts of which they become aware to the President and the Board of Directors of Youth Co-Op, Inc.

E. Form 990

Youth Co-Op, Inc. also intends for the auditor to complete the annual form 990 for submission to the IRS on a timely basis.

III. Description of Youth Co-Op, Inc.

A. Name and Telephone Number of Contact Persons

The auditor's primary contact with Youth Co-Op, Inc. will be the Director of Finance.

B. Background Information

Youth Co-Op, Inc. is a not-for-profit agency with a mission to promote the social wellbeing of Florida residents through education, employment, and empowerment, or E^3. Among the programs operated by the agency are

- Two public charter schools;
- Four one-stop career centers;
- Refugee service centers;
- Out-of-school, after-school, drop-out prevention, and crime prevention youth services.

Youth Co-Op, Inc.'s fiscal year begins on July 1, and ends on June 30. Budgets are adopted annually, and expenditures are controlled in accordance with written policies and procedures.

C. Annual Budget

Youth Co-Op, Inc.'s annual budget consists of approximately $30,354,752 in revenue, and the current approximate net assets are valued at 8,838,284 as of June 30, 2022.

IV. Time Requirements

A. Time Schedule for Each Fiscal Year's Audit

Youth Co-Op, Inc. and Auditors will mutually agree on a time table to be developed for the audit of each fiscal year. The schedule shall include dates for completing each of the following steps by the auditors no later than the agreed upon date for each year of the audit. Each of the following shall be completed by the auditor no later than the dates indicated. **These dates are not negotiable.**

1. Audit Plans:

The auditor shall provide a detailed audit plan and a list of all schedules to be prepared by Youth Co-Op, Inc. by June 30 of each year.

2. Fieldwork:

The auditor shall complete all fieldwork for each of the charter schools' audit by August 15 of each year. The auditor shall complete all fieldwork for the agency audit by November 30 of each year.

3. Issuance of Reports and Financial Statement Attestation:

For each of the charter school audits, the auditor shall have ready for publication all reports denoted in Section II.D of this Request for Proposal by August 30 of each year. For the agency audit, the auditor shall have ready for publication all reports denoted in Section II.D of this Request for Proposal by December 20 of each year.

V. Assistance to Be Provided to the Auditor and Report Preparation

A. Finance Department Support

The finance department of Youth Co-Op, Inc. will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of Youth Co-Op, Inc.

B. Work Area, Telephones, Photocopying and Fax Machines

For necessary on-site work, Youth Co-Op, Inc. will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and fax machines at no charge to the auditor.

C. Report Preparation

The auditor will prepare a draft of the financial statements and related notes. The auditor will provide the draft to the President for review and approval prior to issuance. Pro formas and editing will be the responsibility of the Auditor. Report preparation and printing shall also be the responsibility of the Auditor. The Auditor shall be responsible for providing copies of the annual financial reports to Youth Co-Op, Inc.

D. Non-Confidentiality of Information

Youth Co-Op, Inc. reserves the right to retain all copies of vendor proposals submitted in response to this Request for Proposals. You are hereby notified that under FS 119.07, ("Florida's Sunshine Law") proposals submitted in response to this solicitation cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested. Vendor requests to hold certain submitted materials in confidence cannot be honored. If it is essential to your organization that certain materials are kept confidential, and they are a required element of this Request for Proposal, it is recommended that you decline to respond to this solicitation.

E. Confidentiality

The Respondent in the course of the Respondent's duties under the contract may handle or have access to confidential customer information, and to the extent required by any applicable federal or state law, or as requested by any regulatory authority shall keep confidential any and all such information.

VI. General Specifications

A. Available Funding

Any contract negotiated will be subject to the availability of funds to Youth Co-Op, Inc. The Respondent is responsible for proposing a reasonable total cost for delivering the requested services.

B. Deliverables

Respondents shall provide specific deliverables that will be used as the basis of the negotiation of the payment structure. Additionally, costs for services are a factor that will be considered in awarding this contract.

C. Cancellation Clause

It should be understood that the submission of a response does not commit Youth Co-Op to award a contract, to pay any costs incurred in the preparation of the response, or to procure or contract for services or supplies. Youth Co-Op reserves the right to accept or reject any or all responses received as a result of this RFP, or to cancel and revoke this RFP, in whole or in part. Youth Co-Op also reserves the right to terminate negotiations if acceptable progress, as determined at the sole discretion of Youth Co-Op, is not occurring within a reasonable timeframe. All contract awards are subject to the availability of Youth Co-Op funds.

D. Omission from the RFP

The apparent silence of this RFP and any addendum regarding any details or the omission from the RFP of a detailed description concerning any point shall be regarded as meaning that only the highest professional standards are to be maintained and that only professionalism of the highest caliber is expected and shall be utilized at all times by the Respondent.

E. Indemnification

The Respondent shall indemnify and hold harmless Youth Co-Op and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which Youth Co-Op and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the contract by the Respondent or the Respondent's officers, employees, agents, servants, partners, principals or subcontractors. The Respondent shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of Youth Co-Op, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The Respondent expressly understands and agrees that any insurance policies required by the Contract or otherwise provided by the Respondent shall in no way limit the responsibility to indemnify, keep and save harmless and defend Youth Co-Op, Inc., and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

Term of Indemnification. The provisions of this indemnification shall survive the expiration of the contract and shall terminate upon the expiration of the applicable statute(s) of limitations.

F. Non-Discrimination and Equal Opportunity

As a condition of the award of financial assistance from the Department of Health and Human Services (Department) and the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), the Respondent assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;

2. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination on the bases of race, color and national origin;

3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;

4. Title IX of the Educational Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;

5. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;

6. Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the basis of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities ("public entities") and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (3) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;

7. Section 654 of the Omnibus Budget Reconciliation Act of 1981(42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;

8. Executive Order (EO) No. 11246, "Equal Employment Opportunity" as amended by EO No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor"; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;

9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and

10. Chapter 11A of the Code of Miami-Dade County, Florida which, in part, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Respondent agrees that compliance with this assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Respondent, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Respondent by the State of Florida, this assurance shall obligate the Respondent, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Respondent for the period during which it retains ownership or possession of the property.

The Respondent also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to Respondent's operation of the WIOA Title I – financially assisted program or activity and to all agreements the Respondent makes to carry out the WIOA Title I – financially assisted program or activity.

The Respondent further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

VII. Proposal Requirements

A. Submission Guidelines

Respondents are required to submit one (1) unbound originals and one (1) USB flash drive with documents saved in PDF format **not later than 3:00 p.m. EST, Monday, April 17, 2023.** Response packages shall be delivered to the address set forth on the cover page of this RFP. Youth Co-Op will not accept any modifications to the response packages once it has been submitted. **Responses will be accepted via electronic mail to email audit@ycoopmail.org.**

***Please ensure that the USB drive or documents are NOT password protected. If Youth C-Op cannot gain access to the contents of the USB drive or documents it will be scored as a zero.**

Any responses that do not reach the aforementioned email or physical address by 3:00 p.m. EST, Monday, April 17, 2023, will not be accepted. **Any responses received after the aforesaid time and date shall neither be considered nor evaluated by Youth Co-Op.**

For your convenience in preparing your response package, this RFP and attachments are available at www.ycoop.org.

B. Proposal Format

The following material should be submitted for a proposing firm to be considered:

1. Title Page:

Title page showing the Request for Proposals subject; the firm's name; the name, address, telephone number and email address of the contact person, and the date of the proposal.

2. Table of Contents

3. Transmittal Letter:

A signed letter of transmittal should briefly state the proposer's understanding of the work to be done, the commitment to perform the work within the time as required, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer.

4. Detailed Proposal:

The detailed proposal should follow the order set forth in Section VI.C of this Request for Proposal.

C. Technical Proposal:

1. General Requirements

The purpose of the Technical Proposal is to determine the qualifications, competence and capacity of the firms seeking to undertake an independent audit of Youth Co-Op, Inc. in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The Technical Proposal should address all the points outlined in the Request for Proposals. While additional data may be presented, the following subjects must be included.

2. Proposed Scope of Services

- Detail the proposed services the agency will be providing and the methods that will be used to deliver the proposed services.
- Submit a proposed methodology for providing the audit services, including a detailed plan explaining the process for implementing the services, including the Respondent's ability to immediately implement the service at the start of the contract period.
- Provide a tentative schedule for performing the key phases of this audit process.
- Describe the firm's procedures in monitoring the progress of the audit and communicating to Youth Co-Op while the audit is in progress.
- Describe the firm's specific policies, plans, procedures or techniques used to develop information for management letters.
- The Respondent shall include a statement of understanding of services requested as well as its ability and willingness to commit and maintain staffing, both number and level, to successfully conclude the audit services in a timely manner.

3. License to Practice in Florida

An affirmative statement should be included, indicating that the firm and all assigned supervisory professional staff are properly licensed to practice in Florida and qualified to perform governmental audits.

4. Firm Qualifications and Experience

The Request for Proposal should state the size of the firm's staff, the location of the office from which the work on this engagement is to be performed and the number and level of the professional staff to be employed in this engagement on a full-time basis and the number and level of the staff to be so employed on a part-time basis.

If the firm is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified, and the firm that is to serve as the principal auditor should be noted, if applicable.

In a joint Request for Proposal, the principal firm should complete and sign the Request for Proposal Signature Page, and the structure, duties and responsibilities of each firm should be clearly delineated.

Each firm is also required to submit a copy of the report on its most recent peer review, including the related letter of comments and the firm's response to the letter of comments. This should also include a statement whether that peer review included a review of specific local government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations. The firm shall provide an explanation of all pending, local office litigation as well as all litigation related to the firm's audits of State or Local Government entities.

5. Partner, Supervisory and Staff Qualifications, Experience and capabilities

• Experience and reliability of the Respondent's organization will be considered. Therefore, the Respondent is advised to submit any information which documents successful and reliable experience in past performance for similar services, especially those performances related to the requirements of this solicitation.

• The Respondent should provide a list of current or recent governmental audits performed by the local office, which are similar in nature to the services requested in this RFP. The response that does not include at least one reference may be eliminated from this RFP. Responses that include references that Youth Co-Op is unable to contact or provide information that cannot be verified by Youth Co-Op may be eliminated from this RFP.

• Describe relevant qualifications of key administrative and direct service staff. Provide a summary of the qualifications of individuals who will be performing the audit services, including experience in conducting single audits.

• Provide a list of all Partners, Managers and senior staff members who will perform work and/or services for this project.

• Describe the firm's professional development program, including the number of days per year of continuing education provided to members of the firm in governmental accounting and auditing, including computer auditing.

6. Similar Engagements with Other Charter Schools

For the firm's office that will be assigned responsibility for the audit, provide a list of charter schools and non-profit organizations audit engagements performed in the last two years, and include the name and phone number of the customer point of contact for each audit engagement.

7. Specific Audit Approach

The Proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this Request for Proposal.

Proposers will be required to provide the following information on their audit approach:

A. Proposed Segmentation of the engagement
B. Level of staff to be assigned to each proposed segment of the engagement
C. Type and extent of analytical procedures to be used in the engagement,
D. Approach to be taken to gain and document an understanding of Youth Co-Op's internal control structure
E. Approach to be taken in determining laws and regulations that will be subject to audit test work
F. Approach to be taken in drawing audit samples for purposes of testing

Identification of Anticipated Potential Audit Problems

The Request for Proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the staff of Youth Co-Op, Inc.

8. Disciplinary Actions and Pending Litigation

- Disclose any disciplinary action taken by the State Board of Accountancy within the last three (3) years. If none, so state.

- Disclose any current, pending or previous litigation actions, within the last three (3) years, taken against the firm. If none, so state.

9. Other Information

- Please include any additional information not already requested that you may consider essential

to your response. If there is no additional information to include, state: "There is no additional information we wish to present."

D. Price Proposal and Manner of Payment

1. Price Proposal

The price proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price proposal is to contain all direct and indirect costs including all out-of-pocket expenses for both, the two charter school audits and for the agency audit.

2. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement.

VII. Evaluation Procedures

A. Selection of Committee

Proposals submitted in response to this Request for Proposals will be evaluated by a selection committee, in an impartial manner. Proposals will be evaluated using the information in accordance with Florida Statute 218.391 and shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such factors as may be determined by the audit committee to be applicable to its particular requirements.

The evaluation process is designed to assess the Respondent's ability to meet the organization's requirements and to identify those most likely to satisfy those requirements. Price is an important factor in selecting a Respondent. However, other factors in the competitive process will be considered and may take precedence over price. These factors may include, but are not limited to: quality of service offered; operating characteristics; technical innovations; administrative capability; previous experience in providing the same or similar services; and the ability to achieve the deliverables. Youth Co-Op, Inc. may elect not to award a contract to any Respondent under this solicitation. References may be checked and background checks may be performed to verify information submitted in the responses.

B. Evaluation Criteria

Explanation of Criteria	Possible Points
Proposed Scope of Services	+ 0 to 30
Experience & qualifications of firm *Experience with Charter Schools* *Experience with governmental entities*	 + 0 to 10 + 0 to 10
Experiences & qualifications of personnel *Audit Team* *Primary (Lead)* *Missing Resumes*	 +0 to 15 +0 to 10 *-5 each (-20 max)*
References	+0 to 5 *for each positive reference (max 20 points)*
Proposed Fees/Cost Effectiveness	+ 20 *for lowest rate* +15 *for second lowest rate* +10 *for third lowest rate* +0 *all others*

The preliminary technical evaluation process will be conducted in a thorough and impartial manner by the Audit Committee, whose members are appointed by the Youth Co-Op Board of Directors. The results of the evaluation process will be presented at the next Board meeting. Respondents are advised to periodically check the Youth Co-Op, Inc. website (www.ycoop.org) for the scheduled date, time, and location of the Board of Directors' meeting. This RFP may be found electronically at www.ycoop.org.

PRIOR EXPERIENCE OF RESPONDENT

The Respondent should copy and complete this form for each reference being submitted as demonstration of the Respondent's prior experience. In addition, the Respondent is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Respondent's Name:	
Reference Information (Prior Services Performed For)	
Name of Reference Company:	
Address of Reference Company:	
Reference Contact Person Name:	
Contact Person Phone #	
Contact Person e-mail address:	
Dates of Prior Services:	
Dollar Value of Prior Services	
Description of Prior Services Performed	

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate.

_____ _____

Signature of Reference Contact Person *Date of Signature*