EXECUTIVE COMMITTEE MEETING AGENDA
June 5th, 2017; 10:00 a.m.
David Lawrence Jr. Community Meeting Room/2555 Ponce de Leon Blvd, Suite 500, Coral Gables, FL 33134

I. Welcome and Introductions
   Adrian Alfonso

II. Approval of Minutes
   Adrian Alfonso
   A. 05/01/2017

III. Interviews with Legal Services Candidates
   A. Shutts & Bowen, LLP – 10:00am
   B. Gunster, Yoakley & Stewart, P.A – 10:30am
   C. Klein, Glasser Park & Lowe, P.L – 11:00am
   D. Lehtinen, Schultz, Riedi, Catalano, De La Fuente, PLLC – 11:30am

IV. Public Comments
    Adrian Alfonso

V. Adjourn
   Adrian Alfonso

Mission: To promote school readiness and pre-kindergarten programs thus increasing all children’s chances of achieving future educational success and becoming productive members of society. The coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children.
Executive Committee Meeting
May 1st, 2017; 8:00 am
ELC Board Room

Committee Attendees: Adrian Alfonso; Gilda Ferradaz (via conference call); Bob Eadie (via conference call); Russell Benford

Non-Committee Members Mara Zapata; Gladys Montes; Loreen Chant; Alex Soto

ELC Staff Evelio Torres; Sandra Gonzalez; Jackye Russell; Angelo Parrino; Salvatore Martorano; Belkis Torres; Pamela Hollingsworth; Lisney Badillo; Alex Sanchez; Johanna Miranda; Miguel Alfonso; Ileana Vallejo; Lisa Sanabria

I. Resolution

- Resolution 05012017-01 Authorize the President and CEO to negotiate and execute the lease listed within the background section of this resolution, adding all applicable funding sources for Monroe and shared services as allowed under funders’ guidelines. Fiscal Impact: A total amount of approximately $7,260.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: All Applicable Funding Sources for Monroe
  - Motion to approve R. Benford.
  - Motion seconded by B. Eadie.
  - Motion was unanimously passed.

- Resolution 05012017-02 authorize the President and CEO to receive funds from the Ocean Reef Community Foundation for the Monroe Early Childhood Conference. Fiscal Impact: The grant amount is approximately $7,000.00, which is subject to the availability of funding. Funding Source: Ocean Reef Community Foundation
  - Motion to approve B. Eadie.
  - Motion seconded by R. Benford.
  - Motion was unanimously passed.

- Resolution 05012017-03 authorize the President and CEO to negotiate, execute and receive funds from the School Board of Monroe County for the Teenage Parent Program (TAP). Fiscal Impact: A total amount of approximately $55,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: The School Board of Monroe County, Florida
o Motion to approve B. Eadie.
o Motion seconded by R. Benford.
o Motion was unanimously passed.

- Resolution 05012017-04 authorize the President and CEO to negotiate, execute and receive funds for the Florida Child Care Executive Partnership (CCEP) Match contract. Fiscal Impact: A total amount of approximately $480,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: The Children’s Trust.
  o Motion to approve B. Eadie.
o Motion seconded by R. Benford.
o Motion was unanimously passed.

- Resolution 05012017-05 authorize the President and CEO to negotiate, receive funds and execute the contract with The Children’s Trust for Quality Rating Improvement System (“QRIS”). Fiscal Impact: A total amount of approximately $4,200,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: The Children’s Trust
  o Motion to approve B. Eadie.
o Motion seconded by R. Benford.
o Motion was unanimously passed.

- Resolution 05012017-06 authorize the President and CEO to submit the attached application to negotiate and execute the contract, and receive funds for the Early Head Start Program. Fiscal Impact: The total award is approximately $9,694,650.00 for program year 2017-2018. Funding Source: The Department of Health and Human Services, Administration for Children and Families.
  o Motion to approve B. Eadie.
o Motion seconded by R. Benford.
o Motion was unanimously passed.

- Resolution 05012017-07 authorize the President and CEO to release a Request for Proposal for Parenting Education for Miami-Dade and Monroe Counties. Fiscal Impact: An approximate amount of $200,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: U.S Department of Health and Human Services, Administration for Children and Families (Miami-Dade), The Children’s Trust (Miami-Dade), Florida Office of Early Learning (Miami-Dade and Monroe).
  o Motion to approve B. Eadie.
o Motion seconded by R. Benford.
o Motion was unanimously passed.

- Resolution 05012017-08 authorize the President and CEO to release a Request for Proposal for an Online Professional Development Program and Training for Classroom Assessment Scoring System (CLASS) for Miami-Dade and Monroe Counties. Fiscal Impact: An approximate amount of $60,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding
Source: U.S Department of Health and Human Services, Administration for Children and Families (Miami-Dade), Florida Office of Early Learning (Miami-Dade and Monroe), and The Children’s Trust (Miami-Dade).

- Motion to approve B. Eadie.
- Motion seconded by R. Benford.
- Motion was unanimously passed.

- Resolution 05012017-09 approval of the Evaluation Committee’s recommendation of the selected vendors for ITN #ELCMDM2017-01 (Office Furniture). Also, authorize the President and CEO to negotiate and execute contracts with the selected vendors. Fiscal Impact: A total forecasted amount of $400,000.00 for fiscal year 2017-2018, which is subject to the availability of funding. Funding Source: All Funding Sources
  - Motion to approve B. Eadie.
  - Motion seconded by R. Benford.
  - Motion was unanimously passed.

II. RFQ for Legal Services Evelio Torres

  a. E. Torres stated that they had received two proposals for legal services and have extended the deadline. The Executive committee will interview the law firms.

III. Possible Litigation Evelio Torres

  a. E. Torres stated there are two possible litigation pending. The Coalition is named as an additional insured on the providers insurance, this was done by legislature for protection. In both cases the provider’s insurance had lapsed.

IV. Public Comments Adrian Alfonso

V. Adjourn Adrian Alfonso
PROPOSAL IN RESPONSE

TO

LEGAL SERVICES REQUEST FOR QUALIFICATIONS

RFQ#ELCMDM2017-08

FOR

THE EARLY LEARNING COALITION

OF MIAMI-DADE/MONROE, INC.

Shutts & Bowen LLP
200 South Biscayne Boulevard
Suite 4100
Miami, Florida 33131
Telephone: (305) 358–6300
Toll free: (800) 325–2892
Fax: (305) 381–9982

Qualified Respondents Names:
Santiago D. Echemendia
and Daniel F. Benavides

May 3, 2017

This submission supersedes the proposal originally submitted on April 28, 2017
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**Statements of Qualifications**

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APPENDIX “B”
APPLICATION
Early Learning Coalition Miami-Dade/Monroe Application Form
RFQ # ELCMDM2017-08
Legal Services

Agency Name: Shutts & Bowen LLP

Street Address: 200 S. Biscayne Blvd., Suite 4100

City: Miami  State: FL  Zip Code: 33131

Agency Telephone: 305-358-6300  Fax Number: 305-347-7731

Type of Applicant: X Private, For-Profit Corporation

Federal I.D. #: 590447122  Date Agency Established (mo. /yr.): 1910

Current Annual Agency Budget: $________  Fiscal Year End (month): December

Program/Service Name: ______________________
Total Amount Requested (sum of budget requests for all Areas shown in this Application):

Name/Position of Person Completing Application: Daniel F. Benavides/Partner

Email Address: DBenavides@shutts.com  Phone: (305) 347-7357

Executive Director/CEO: Frederick O'Malley  Phone: 305-329-7077

Email: fomalley@shutts.com  Fax:

Chief Financial Officer
(If Applicable):  Phone:

Email:  Fax:

Board President (If Applicable):

Title: Company:

Mailing Address:

City: State: Zip Code: 

Fax Number:

Telephone:

Email Address:
Contact Person Responsible for
Program/Service: ____________________________

Title: Partner

Program/Service Address: 200 S. Biscayne Blvd., Suite 4100

City: Miami State: FL Zip Code: 33131

Telephone: 305-358-6300

Fax Number: ____________________________

Public Relations Contact: Alejandra Prieto

Phone: 305-415-9074

Email: aprieto@shutts.com

Fax Number: 305-347-7731

Applicant is: (mark one)     X     an Existing ELCMDM-funded Provider

     ____ a New Provider (not previously funded by ELCMDM)
Board of Directors
Early Learning Coalition of Miami-Dade/Monroe, Inc.
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134

Re: Proposal in Response to Request for Qualifications
RFQ#ELCMDMD2017-08

Dear Members of the Board:

Thank you for the opportunity to submit our qualifications for you to consider as you select legal counsel for Early Learning Coalition of Miami-Dade/Monroe County, Inc. (the "Coalition") for the upcoming year. Established in Miami, Florida in 1910, Shutts & Bowen LLP (the "Firm") is a Florida-based, full-service law firm consisting of more than 260 attorneys. The Firm has a statewide presence in Florida with seven (7) offices located in Miami, Ft. Lauderdale, Orlando, Sarasota, Tallahassee, Tampa, and West Palm Beach. The Firm’s headquarters are located in Miami, Florida.

The Firm possesses vast experience in a diverse array of practice areas and legal specialties, including but not limited to government law, regulatory and administrative law, human resources matters, labor and employment law, tax law, contracts and procurement law, corporate law and governance matters, regulatory compliance matters, litigation and public private partnerships.

The Firm currently serves as Board counsel to the Coalition, and has served in this capacity for the past three years. During this time, the Firm has gained valuable institutional knowledge and unparalleled familiarity with the Coalition’s policies, procedures, governing statutes and boilerplate contracts. The two partners primarily assigned to Coalition matters are Santiago D. Echemendia, an experienced government relations attorney, and Daniel F.
Benavides, who has considerable experience in both litigation and transactional matters, and serves as outside general counsel to local, national and international companies.

In addition to the Coalition, the Firm regularly provides a full range of comprehensive legal services to organizations that are similar to the Coalition, including advising corporate boards on governance and related matters, serving as directors on corporate boards, review and drafting of contracts and procurement documents, advising on regulatory and compliance matters, formulating internal governance policies and administrative processes, implementation of policies for financing and procurement, coordinating intergovernmental efforts and public private partnerships.

The Firm understands that this is a difficult economic time, and controlling expenses is important to not-for-profit organizations such as the Coalition. While our Firm’s fees are normally $150-$660 per hour for attorneys, we would like to offer the Coalition a discounted, blended rate of $225 per hour for our services. Such fees will be billed upon the same terms and conditions of the existing contract with the Coalition, which is incorporated herein by reference. The fees will not exceed $125,000 without further approval by the Board. If the Coalition decides to enter into negotiations with the Firm, we would welcome the opportunity to explore other fee arrangements should the Coalition deem it necessary.

The Firm represents a variety of local and regional governments throughout the State of Florida. The Firm has handled matters on behalf of businesses, counties, cities, school boards, water management districts, regional planning councils, housing authorities, redevelopment authorities, and community development districts. With attorneys who have both a history of public service and a keen knowledge of the regulatory process, we are
well-equipped to represent our clients in different areas of practice. Most recently, one of our partners, Dan Nordby, was appointed as General Counsel to the Governor Rick Scott.

The Firm is well prepared to provide the variety of services required by the Coalition, including board counsel services, local government and agency matters, corporate and transactional services, labor and employment, as well as litigation. We look forward to the opportunity to continue to provide efficient and outstanding service to the Coalition in the coming year.

Sincerely,

SHUTTS & BOWEN LLP

Santiago D. Echemendia
and
Daniel F. Benavides
For the Firm
GENERAL SERVICES PROVIDED, KNOWLEDGE AND LEGAL CAPABILITIES AND PRIOR EXPERIENCE IN RELATED AREAS

Shutts & Bowen LLP (the “Firm”) is a Florida-based law firm with more than 260 attorneys in seven offices throughout the State of Florida. Founded in Miami in 1910, the Firm is amongst the oldest law firms in Florida. We are proud of our history and our commitment to providing top notch legal services to our clients.

We offer our clients, whether local, state, national or international, a diverse and complete range of high quality and responsive legal services. The Firm’s clients include a number of not-for-profit organizations that are similar to the Coalition, including the Miami Dade College Foundation, Inc., St. Thomas University, The Humane Society of Greater Miami and the Greater Miami Chamber of Commerce. The Firm routinely provides a full range of legal services to such organizations, including but not limited to board counsel services, local government and agency matters, corporate and transactional services, labor and employment, and litigation services. For a list of governmental agencies represented by the Firm, please see Exhibit A. The Firm has the depth of experience and knowledge to assist the Coalition with all duties outlined in the scope of services described in the request for qualifications. The firm agrees to match the lowest hourly rate under any existing governmental agency contract.

Co-Lead Attorney/Board Counsel: Santiago D. Echemendia & Daniel F. Benavides

Santiago D. Echemendia is a partner in Shutts & Bowen’s Real Estate and Land Use Practice Groups. He is a Martindale-Hubbell AV-rated attorney with more than thirty (30) years of experience in land use and local government law. Mr. Echemendia served as Board Counsel to the Coalition during the past eight (8) years. Having served as Board
Counsel to the Coalition, Mr. Echemendia is intimately familiar with the scope of legal services described in the request for qualifications. While serving as Board Counsel, Mr. Echemendia represented the Coalition in all routine legal matters, including but not limited to the following: prepare and review hundreds of contracts, attend grievance hearings, provide legal opinions to Board of Directors, provide legal guidance with respect to governmental and regulatory matters and research and analysis. Mr. Echemendia also oversaw and collaborated with outside counsel on labor and employment matters – which were outsourced to a firm having an experienced group of labor and employment law attorneys. Shutts & Bowen LLP possesses an exceptionally experienced and qualified group of labor and employment law attorneys that can directly provide these services to the Coalition.

Mr. Echemendia served as Board Counsel to the South Florida Water Management District, from 2003 to 2009, where he attended all Board meetings and workshops to provide expertise on conflict of interest and ethics issues, as well as issues and policies pertaining to procurement, competitive bidding, minority and small business participation, and the Sunshine Law. Mr. Echemendia provided services related to procurement, including preparation of RFPs, review of responses, compliance with procurement procedures, and formulation of procurement policies such as the District’s Small Business participation rule.

Mr. Echemendia also specializes in intergovernmental relations, including interlocal and joint participation agreements, as well as intergovernmental relations and liaison work for the Florida Department of Transportation. From 2004 – 2009, he served as Senior
Public Affairs Consultant to FDOT, acting as a liaison with the Metropolitan Planning Organization on behalf of FDOT.

Based on this extensive and pertinent experience, Mr. Echemendia would serve as the lead professional for the Coalition. Mr. Echemendia will serve as Board Counsel and act as the point of contact for the Coalition for all legal services. Mr. Echemendia will provide legal advice as needed, attend the Board meetings, and coordinate the related legal services for the Coalition.

Daniel F. Benavides is a partner in the Miami office of Shutts & Bowen LLP, where he is a member of the Real Estate Practice Group. Daniel's practice is focused primarily on Florida's hospitality industry. He advises hotel and restaurant owners and operators seeking to enter or expand their presence in the Florida market, assisting with real estate transactions, leasing and hotel-related due diligence. Daniel also assists many local hospitality establishments with a wide array of day to day, operational legal matters, ranging from negotiation of vendor and sales and marketing contracts to addressing employment, permitting and compliance-related issues.

Among his many hotel-related matters, Daniel served as lead counsel in a high-profile, landmark arbitration case, following a "midnight raid" termination of a local hotel operator by the hotel owner. As a result of his successful representation of the hotel operator in that case, he was recognized as a finalist for the Daily Business Review's prestigious "Most Effective Lawyers: Arbitration" award. Daniel is also a frequent guest lecturer on hospitality-related legal issues.
Government Relations

Jason Gonzalez is a partner in Shutts & Bowen’s Tallahassee office and a member of the Business Litigation Practice Group. He has more than 20 years of experience in litigation and government affairs, which includes past service as General Counsel to the Florida Governor and Gubernatorial Appointee to the Florida Supreme Court Judicial Nominating Commission.

In 2010, immediately following the explosion and sinking of the Deepwater Horizon, the vessel’s owner, Transocean Ltd., selected Mr. Gonzalez to serve as its lead counsel for litigation and regulatory matters in the Florida Panhandle. Over a two year period, Gonzalez successfully obtained orders dismissing or removing every one of the more than 70 individual and class action lawsuits filed against Transocean in Florida.

During his years representing businesses and state agencies, Mr. Gonzalez has spent a considerable amount of time in court. He continues to litigate cases and provide government affairs consulting as a partner at Shutts & Bowen’s Tallahassee office. Mr. Gonzalez represents his clients in state or federal courts in matters involving contracts, government procurements, class actions, tort defense, declaratory judgments, banking and finance and professional licenses.

Labor and Employment

René J. Gonzalez-Llorens’ legal acumen and international experience are assets on labor/employment matters and internationally related commercial disputes. Mr. Gonzalez-Llorens advises businesses on labor and employment issues, as well as represents them in the courtroom. For international clients and their U.S. affiliates, he seeks remedies
in U.S. courts and administrative agencies on a variety of commercial and business disputes in a wide range of industries. He is a partner in the Labor & Employment Practice Group. Mr. Gonzalez-Llorens is also former Chairman of the Firm’s Diversity Committee. Mr. Gonzalez-Llorens is very familiar with the Coalition and has previously provided legal representation to the Coalition on Lotti Gant v. Early Learning Coalition of Miami-Dade/Monroe, EEOC Charge No. 846-2014-00961.

**Litigation**

**Geoffrey L. Travis** is a partner in Shutts & Bowen’s Business Litigation Practice Group with experience as a commercial trial attorney litigating complex business matters. His representative clients range from regional companies to multi-national corporations. Mr. Travis has tried or resolved complex cases in both federal and state courts, in proceedings before administrative bodies, and in private domestic and international arbitrations. He has argued appeals in the Florida Appellate Courts as well as the U.S. Circuit Court for the Eleventh Circuit. Mr. Travis is very familiar with the Coalition and has previously provided legal representation to the Coalition in several litigation matters: Valeria Alcala, et al. v. The Public Health Trust of Miami-Dade County, et al., Eleventh Judicial Circuit, Case No. 06-19393 CA 05; Darlyn Cardenas vs. Annia Fuentes, et al. and Early Learning Coalition of Miami-Dade/Monroe, Eleventh Judicial Circuit, Case Number 13-19485 CA 15 and IRS Summons, In the matter of BS Kiddie Kollege Inc.

**Frank A. Zacherl** is a partner in the Miami office of Shutts & Bowen, where he is Co-Chair of the firm’s Class Action and Mass Litigation Practice Group and a member of
the firm’s Insurance Practice Group. A Martindale-Hubbell AV rated attorney, Mr. Zacherl has a long track record of success in handling complex litigation matters.

**Corporate**

C. Mark Stevenson, a partner in Shutts & Bowen’s Tampa office, focuses his practice on matters relating to limited liability companies, partnerships, and other pass-through entities and the taxation of those entities. He advises clients on the United States federal and Florida state tax implications of transactions. Mr. Stevenson is experienced in structuring business ventures using corporations, LLCs and partnerships, as well as the preparation of related agreements. He regularly advises clients about the tax and non-tax aspects of business relationships.

**Additional practice areas**

- Appellate
- Commercial Finance
- Commercial Leasing
- Corporate Finance
- Health Law and Life Sciences
- Immigration
- Intellectual Property
- Public Finance
- Taxation
- Government Investigations
Conflict of Interest

Shutts & Bowen LLP has no conflict of interest, subject to performing a conflict check on each individual matter assigned to us by the Early Learning Coalition.
May 13, 2014

Early Learning Coalition of Miami-Dade/Monroe
2555 Ponce de Leon Boulevard, Suite 300
Coral Gables, Florida 33134

Re: Letter of Recommendation for Shutts & Bowen LLP

Dear Sir or Madam:

I am pleased to write this recommendation letter for the Law Firm of Shutts & Bowen LLP through Allette Rodz, Shutts & Bowen has successfully represented me for many years, as has Santiago Echemendia who just joined the Firm as of April 1st. As you aware, this firm has tremendous depth in all areas of law and has strongly shown its dedication to this community. I encourage you to retain them as your Board Counsel.

Please feel free to contact me if you have any questions or comments.

Best Regards,

[Signature]

Amanda J. Guerra
President
May 14, 2014

Early Learning Coalition of Miami-Dade/Monroe
2555 Ponce de Leon Boulevard, Suite 300
Coral Gables, Florida 33134

Re: Letter of Recommendation for Shutts & Bowen LLP

To Whom It May Concern:

I am pleased to recommend the law firm of Shutts & Bowen LLP, which through Alexander I. Tachmes, Benjamin E. Wilson, and other attorneys in the firm, has served as our counsel for a number of years. This firm's tremendous depth in all areas of law and its dedication to this community will stand you in good stead. Accordingly, it is with much enthusiasm that I strongly encourage you to retain Shutts & Bowen LLP as your Board Counsel.

Please feel free to contact me if you have any questions or comments.

Yours truly,

Jonah Pruitt, III
Chief Financial Officer
May 14, 2014

Early Learning Coalition of Miami-Dade/Monroe  
2555 Ponce de Leon Boulevard, Suite 300  
Coral Gables, Florida 33134

Re: Letter of Recommendation for Shutts & Bowen LLP

To Whom It May Concern:

I am pleased to recommend the Law Firm of Shutts & Bowen LLP, which through M. Therese Vento, has served as our pro bono counsel for years. This firm’s tremendous depth in all areas of law and its dedication to this community will stand you in good stead. Accordingly, it is with much enthusiasm that I strongly encourage you to retain Shutts as your Board Counsel.

Please feel free to contact me if you have any questions or comments,
tcollins@pamm.org or my direct line 305-375-1701.

Yours truly,

Thom Collins  
Director
To Whom It May Concern:

In 1935, Colonel Shutts (founder of the Miami Herald and his law firm) incorporated our Miami Lighthouse, then called the Florida Workers for the Blind. Continuing the example of Colonel Shutts's pro-bono legal services, another Shutts and Bowen highly sought after partner, Rene Gonzalez-Llorens, provides our Miami Lighthouse for the Blind with on-going pro bono labor law counsel. With 68 regular employees and numerous seasonal employees and independent contractors, our Manager of Human Relations and I rely totally on the advice provided by Mr. Rene Gonzalez-Llorens. Our ability to receive counsel from a highly recognized expert and to have him attend our Board Committee and Board meetings when necessary, without incurring legal expenses, is crucial for our non-profit organization.

Speaking for our entire Board of Directors, we are most grateful for the expertise and counsel which Rene Gonzalez-Llorens, Esq. continues to provide.

Sincerely,

Virginia A. Jacko
President and CEO
Early Learning Coalition of Miami-Dade/Monroe
2555 Ponce de Leon Boulevard, Suite 300
Coral Gables, Florida 33134

Re: Letter of recommendation for Santiago D. Echemendia, Esq.

Dear Sir or Madam:

I am pleased to recommend the law firm of Shutts & Bowen LLP, which through Santiago D. Echemendia serves as counsel for our joint venture. This firm's tremendous depth in all areas of law and its dedication to this community will stand you in good stead. Accordingly, it is with much enthusiasm that I strongly encourage you to retain Shutts & Bowen LLP as your Board Counsel.

Please feel free to contact me if you have any questions or comments.

Yours truly,

Cleveland J. Matherne, Jr.
President
SANTIAGO D. ECHEMENDIA
Partner
SEchemendia@shutts.com
Phone: 1-305-358-6300
Fax: 305-347-7897
200 South Biscayne Boulevard, Suite 4100
Miami, FL 33131

Santiago D. Echemendia is a partner in the Miami office of Shutts & Bowen LLP, where he is a member of the Real Estate and Land Use Practice Groups.

A Martindale-Hubbell AV® attorney, Santiago has been recognized as a "Top Lawyer" by South Florida Legal Guide and has been listed by the Legal 500 in zoning. He has 30 years of experience in municipal law with an emphasis on land use/zoning, including appeals, property rights, environmental and competitive bidding. He provides counsel to real estate and corporate clients on municipal law, government relations, substantive land use, environmental and transportation law before city and county boards throughout Florida, and before various

PRACTICE AREA
Cuba Task Force
Government Law
Land Use & Zoning
Appellate
Administrative Law

BAR ADMISSIONS
Florida Bar

LANGUAGES
Spanish
state agencies, including the Governor and Cabinet, and the Florida Department of Transportation and Environmental Protection.

Santiago has served as special counsel to various municipal governments and has represented outdoor advertising companies in connection with sign ordinances, First Amendment lawsuits, related settlement agreements, FDOT administrative hearings, easements and ground leases.

He serves as Board Counsel to the Early Learning Coalition of Miami-Dade/Monroe, and has served as special counsel to the City of West Palm Beach, the City of Miami and the Town of Medley. He was Board Counsel for the South Florida Water Management District Governing Board for five years.

**EDUCATION**

- University of Miami, L.L.M. in Real Property, Land Development and Finance
- Georgetown University, J.D.
- Georgetown University, B.A.

**COURT ADMISSIONS**
• U.S. District Court for the Southern District of Florida

PROFESSIONAL AND CIVIC ACTIVITIES

• Member, The Florida Bar
• Former Member, Miami-Dade Planning Advisory Board
• Former Board Member, South Florida Regional Planning Council
• Former Board Member, Miami-Dade Housing Finance Authority
• Former Member, Board of Directors of the FIU-Wolfsonian Museum

RECOGNITION

• Martindale-Hubbell AV® Preeminent™ Rated, 5.0 out of 5.0
• South Florida Legal Guide, Top Lawyers, 2009-2017
• Finalist, South Florida Business Journal Key Partners Award, 2008-2010
• Finalist, Top Dealmaker for the Camillus House Land Swap Transaction, MDBR, 2007
• Zoning recognition in the Legal 500, 2008 and 2009 editions
DANIEL F. BENAVIDES

Partner

DBenavides@shutts.com

Phone: 1-305-347-7357

200 South Biscayne Boulevard, Suite 4100
Miami, FL 33131

Daniel F. Benavides is a partner in the Miami office of Shutts & Bowen LLP, where he is a member of the Real Estate Practice Group.

Daniel's practice is focused primarily on Florida's hospitality industry. He advises hotel and restaurant owners and operators seeking to enter or expand their presence in the Florida market, assisting with real estate transactions, leasing and hotel-related due diligence. Daniel also assists many local hospitality establishments with a wide array of day to day, operational legal matters, ranging from negotiation of vendor and sales and marketing contracts to addressing employment, permitting and compliance-related issues.

PRACTICE AREA
Real Estate
Hospitality

INDUSTRIES
Hospitality

BAR ADMISSIONS
Florida Bar
New York Bar

LANGUAGES
Spanish
Italian
Portuguese
Among his many hotel-related matters, Daniel served as lead counsel in a high-profile, landmark arbitration case, following a "midnight raid" termination of a local hotel operator by the hotel owner. As a result of his successful representation of the hotel operator in that case, he was recognized as a finalist for the Daily Business Review's prestigious "Most Effective Lawyers: Arbitration" award. Daniel is also a frequent guest lecturer on hospitality-related legal issues.

Prior to joining Shutts, and during the last recession, Daniel was a commercial bankruptcy attorney at a Miami-based bankruptcy law firm, where he represented debtors and creditors in hotel and restaurant-related insolvency matters, including bankruptcy cases and Florida assignment for the benefit of creditors proceedings. He was also a real estate transactional attorney at the New York firm of Fried, Frank, Harris, Shriver& Jacobson, LLP.

Daniel is a graduate of Harvard Law School and earned his undergraduate degree from the University of Florida. He is fluent in Spanish and Italian.

**EDUCATION**

- Harvard Law School, J.D.
• Founder and President, Harvard Real Estate Consortium

• University of Florida, B.A. and B.S.

COURT ADMISSIONS

• U.S. District Court for the Southern District of New York
• U.S. District Court for the Southern District of Florida
• U.S. District Court for the Middle District of Florida
• U.S. District Court for the Northern District of Florida

PROFESSIONAL AND CIVIC ACTIVITIES

• Board of Directors, Dade County Bar Association
• Board of Directors, Friends of the Israel Defense Force, Miami Chapter Young Leaders
• Member, Florida Restaurant and Lodging Association (FRLA)
• Member, Hospitality Financial and Technology Professionals (HFTP)
• Member, Greater Miami and the Beaches Hotel Association
• Member, Miami Beach Chamber of Commerce
• Member, Academy of Hospitality Industry Attorneys
RECOGNITION

- Dade County Bar Association, Dade Legal Aid-Put Something Back, "Advocate of Pro Bono Commitment Award," December 2016
- Dade County Bar Association, "Legal Luminaries — Real Estate," Finalist, August 2016
- Cystic Fibrosis Foundation, "40 Under 40 Outstanding Lawyers of Miami-Dade County," November 2013

PUBLICATIONS


PRESENTATIONS

- Moderator, "State of the Market: Are Distressed Deals Coming Back?," Dade County Bar Association, February 2017
- Presenter, "Important Alerts for All Hotels: Your Folios"
May Expose You to a Federal Lawsuit," Miami Beach Chamber of Commerce Tourism & Hospitality Council, October 2016

- Presenter, "Your Zika-Related Losses May Be Covered by Your Business Interruption Insurance," Miami Beach Chamber of Commerce Tourism & Hospitality Council, October 2016

- Speaker, "Hospitality Law with the Giants," Miami-Dade Bench & Bar Conference, February 2015

- Speaker, "Best Practices in Handling Foreclosure-Related Motions," Dade County Bar Association, January 2014

- Moderator, "Legends of Arbitration," Dade County Bar Association, November 2013

- Speaker, "Il Contenzioso Negli USA" (US Litigation), Apindustria, Vicenza, Italy November 2012
JASON GONZALEZ
Partner
JasonGonzalez@shutts.com
Phone: 1-850-521-0600
Fax: 850-521-0604
215 South Monroe Street, Suite 804
Tallahassee, FL 32301

Jason Gonzalez is the Managing Partner of the Tallahassee office of Shutts & Bowen LLP, where he is a member of the Business Litigation Practice Group.

Jason is an experienced appellate and litigation attorney and regularly consults on government affairs. He represents businesses and state agencies in state or federal courts in contracts, government procurements, class actions, tort defense, banking and finance, professional licenses and elections matters.

Prior to joining Shutts, Jason served as General Counsel to the Florida Governor and as Gubernatorial Appointee to the Florida Supreme Court Judicial Nominating Commission. Jason was also
the chief advisor to the Governor on the appointment of 64
Florida judges and four of the seven Justices currently serving on
the Florida Supreme Court.

In 2010, Jason served as lead counsel for Transocean Ltd. in its
Florida Panhandle litigation and regulatory matters immediately
following the explosion and sinking of the Deepwater Horizon.
Over a two year period, Jason successfully obtained orders
dismissing or removing every one of the more than 70 individual
and class action lawsuits filed against Transocean in Florida.

Earlier in his career, Jason was a shareholder in the Tallahassee
law firm Ausley McMullen. He also served two terms as General
Counsel and former Executive Board Member of the Republican
Party of Florida.

EDUCATION

- University of Florida, J.D., 1998
- University of Florida, B.S.B.A., with honors, 1995

COURT ADMISSIONS

- U.S. District Court for the Northern District of Florida
- U.S. District Court for the Middle District of Florida
- U.S. District Court for the Southern District of Florida

RECOGNITION

- Selected as Florida Counsel by Transocean, owner of the Deepwater Horizon following the BP Oil Spill
- Florida Supreme Court Judicial Nominating Commission, 2007-2008
RENÉ J. GONZALEZ-LLORENS

Partner

RGL@shutts.com

Phone: 1-305-347-7337
Fax: 305-347-7837

200 South Biscayne Boulevard, Suite 4100
Miami, FL 33131

René Gonzalez-LLorens is a partner in the Miami office of Shutts & Bowen LLP, where he is a member of the Labor & Employment Practice Group and of the firm’s Diversity Committee.

A Martindale-Hubbell AV® rated attorney, René has been recognized among the Best Lawyers in America® in Employment Law since 2013 and by Florida Super Lawyer Magazine since 2010. René has over 22 years of experience representing domestic and international businesses on labor and employment matters as well as international commercial disputes.

René represents his clients before state and federal courts and

PRACTICE AREA

Litigation
Labor and Employment

BAR ADMISSIONS

Florida Bar
Texas Bar

LANGUAGES

Spanish
defends disputes involving:

- sexual harassment;
- race, national origin, gender, age and disability discrimination,
- retaliation;
- housing discrimination; and,
- accessibility issues under Title III of the Americans with Disabilities Act.

He has done extensive work with whistle blower statutes, non-compete agreements, and the Fair Labor Standards Act.

Outside of the courtroom, René provides clients with solutions to employment-related issues, advises on how to avoid or minimize litigation, and offers day-to-day advice on employee investigations, discipline, discharge, and other management concerns. In addition, he represents clients on multi-million commercial disputes in various forums.

**Professional and Community Involvement**

René is actively involved in the community and pro bono projects. Since 2009, he has been legal counsel to the Miami
Lighthouse for the Blind and Visually Impaired, which is the oldest and largest private agency in Florida that serves people of all ages who are blind or visually impaired. Since 2008, he has served on the Miami-Dade County Commission on Human Rights, the county advisory board responsible for enforcing Miami-Dade County's employment and housing rights ordinances. René has also published and presented on contemporary employment law issues.

**Representative Cases**

- Obtained 2014 jury verdict for employer before Florida state court involving over half-a-million dollars in commissions.

- Successfully defended and obtained judgment for an international quick service restaurant franchisor in a race discrimination/retaliation matter before the U.S. District Court, Court of Appeals, and U.S. Supreme Court (petition for writ).

- Successfully defended and dismissed all claims against a Fortune 500 retailer involving disability and pregnancy discrimination claims before the U.S. District Court, Court of Appeals, and U.S. Supreme Court (petition for writ).
- Prevailed against various U.S. airlines and obtained release of over $11 million of funds held by the United States Department of Transportation for a foreign airline.
- Successfully defended and obtained dismissal of all claims against a Fortune 500 telecommunication company and a supervisor involving battery and vicarious liability claims.
- Successfully litigated and resolved an FLSA collective action involving overtime pay sought to be certified by employees against a national radio broadcast network.

EDUCATION

- New York University School of Law, J.D., 1993
- Harvard University, Kennedy School of Government, Master's in Public Policy, 1990
- Cornell University, B.A., magna cum laude, 1988

COURT ADMISSIONS

- U.S. District Court for the Southern District of Florida
- U.S. District Court for the Middle District of Florida
- U.S. District Court for the Northern District of Florida
- U.S. District Court for the Southern District of Texas
• U.S. Court of Appeals, Eleventh Circuit
• U.S. Supreme Court

PROFESSIONAL AND CIVIC ACTIVITIES

• Legal Counsel, Miami Lighthouse for the Blind, 2009—Present
• Legal Counsel, Visually Impaired, 2009—Present
• Miami-Dade County Commission on Human Rights, 2008—Present
• American Bar Association
• Dade County Bar Association
• Federal Bar Association
• Cuban American Bar Association

RECOGNITION

• Martindale-Hubbell AV® Preeminent™ Rated, 5.0 out of 5.0
PRESENTATIONS

- Panelist, Contemporary Issues in Employment Law.

Employment and Labor Law Society, Florida

International University, March 2015
Geoffrey L. Travis is a partner in the Miami office of Shutts & Bowen LLP, where he is a member of the Business Litigation Practice Group.

Geoffrey is an experienced commercial trial attorney and litigator. He has represented a wide range of clients, from regional companies to multinational corporations, in complex business matters, including:

- Complex business litigation: business torts, partnership disputes, banking and U.C.C. issues, and trust and estate disputes.
- Creditors' rights litigation: foreclosures, evictions,

**PRACTICE AREA**

Litigation
Creditors' Rights and Bankruptcy

**INDUSTRIES**

Financial Services

**BAR ADMISSIONS**

Florida Bar

**LANGUAGES**

Conversant in Spanish and French
replevins, garnishments, and attachments.

- Financial institution litigation: loan disputes, loan workouts, letter of credit transactions, international banking disputes, and suretyship issues.
- Real estate litigation: commercial landlord/tenant matters, property management matters, and condominium disputes.
- Aviation litigation: aircraft leasing, jet fuel sales, and statutory jet fuel sale remedies.

Geoffrey has tried or resolved complex cases in federal, state and appellate courts as well as in proceedings before administrative bodies and in private domestic and international arbitration cases.

**EDUCATION**

- University of Florida College of Law, J.D., with Honors, 1993
- Cornell University, B.A., Political Science, *cum laude*, 1990

**COURT ADMISSIONS**

- U.S. District Court for the Southern District of Florida
- U.S. District Court for the Middle District of Florida
- U.S. Court of Appeals, Eleventh Circuit
PROFESSIONAL AND CIVIC ACTIVITIES

- Dade County Bar Association
- American Bar Association
- Shutts & Bowen Representative, Greater Miami Chamber of Commerce
- Graduate of the Greater Miami Chamber of Commerce Leadership Miami program
- Cornell University Alumni Advisory Committee
- Gulliver Preparatory Schools Alumni Association
- HSBC/Ndorphin Triathlon Team
- Alliance Francaise Association

PUBLICATIONS

- Co-author, Chapter 5A, "General Foreclosure Procedure," Florida Real Property Litigation, 7th Ed. (The Florida Bar CLE)
FRANK A. ZACHERL

Partner

FZacherl@shutts.com

Phone: 1-305-347-7305
Fax: 305-347-7705

200 South Biscayne Boulevard, Suite 4100
Miami, FL 33131

Frank A. Zacherl is a partner in the Miami office of Shutts & Bowen LLP, where he is Co-Chair of the firm's Class Action and Mass Litigation Practice Group, and a leading member of the Insurance Practice Group.

A Martindale-Hubbell AV® rated attorney, Frank concentrates his practice in complex civil litigation and electronic commerce, with an emphasis on trial work, class action defense, and high-stakes commercial matters. His practice areas include insurance litigation, electronic commerce and cybersecurity consultation and litigation, and commercial litigation.

Frank has served as lead counsel in dozens of significant jury
trials (to verdict), and numerous bench trials. He's tried the issue of class certification in numerous large class action cases, and has coordinated complex insurance litigation and class actions on a state and national level for insurers and telecommunications companies.

Frank is actively defending, and has extensive experience handling, national and statewide class actions in state and federal courts throughout Florida. He's obtained early dismissal of these cases in many instances. He also provides consultation and representation to insurers regarding claims handling issues, and he's frequently consulted on matters presenting significant potential exposure to insurers and other companies.

Prior to joining Shutts, Frank served as an Assistant State Attorney for the 11th Judicial Circuit in Miami, Florida. He has served on the Civil Litigation Committee and Professionalism Committee of the Miami-Dade County Bar Association, and is a frequent speaker on electronic commerce, class actions, and insurance issues.

EDUCATION

- George Washington University National Law Center, J.D.,
1990

- University of Notre Dame, B.A., English and Business Administration, 1987

COURT ADMISSIONS

- U.S. District Court for the Southern District of Florida
- U.S. District Court for the Middle District of Florida
- U.S. District Court for the Northern District of Florida
- U.S. Court of Appeals, Eleventh Circuit

RECOGNITION

- Martindale-Hubbell AV® Rated, 5.0 out of 5.0
CHARLES MARK STEVENSON
Partner
MStevenson@shutts.com
Phone: 1-813-227-8116
Fax: 813-227-8216
4301 West Boy Scout Boulevard, Suite 300
Tampa, FL 33607

C. Mark Stevenson is a partner in the Tampa office of Shutts & Bowen LLP, where he is a member of the Tax and International Law Practice Group.

Mark focuses his practice on transactional and taxation matters relating to limited liability companies, partnerships, and other pass-through entities. He advises clients on the United States federal and Florida state tax implications of transactions as well as the non-tax aspects of business relationships. Mark is experienced in structuring business ventures using corporations, LLCs and partnerships, and preparing related agreements. He also regularly advises clients on mergers and acquisitions, organizing real estate joint ventures, and emerging and other closely-held

PRACTICE AREA
Taxation
Corporate

BAR ADMISSIONS
Florida Bar
North Carolina Bar
businesses.

Mark is a frequent lecturer on limited liability companies and Section 1031 like-kind exchanges.

**Experience Highlights**

- Structuring mergers, acquisitions and joint ventures, including the use of tax-favored pass-through entities
- Advises and structures deferred and reverse-deferred like-kind exchanges of real estate
- Advises Subchapter S Corporations
- Structures stock and asset sales
- Prepares limited liability operating agreements
- Represents corporate clients in controversies with the Internal Revenue Service and the Florida Department of Revenue

**EDUCATION**

- University of Miami School of Business, M.B.A., Corporate Finance, with honors
- University of Florida College of Law, LL.M. in Taxation
- University of Miami School of Law, J.D., with honors
- University of Central Florida, B.S., Finance, with honors
PROFESSIONAL AND CIVIC ACTIVITIES

- American Bar Association
- Hillsborough County Bar Association
## Exhibit A

<table>
<thead>
<tr>
<th>Client Name</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broward Clerk of Court</td>
<td>$385.00</td>
</tr>
<tr>
<td>Business Development Board of Palm Beach County, Inc.</td>
<td>All attys. $300.00; Paralegals $150.00</td>
</tr>
<tr>
<td>City of Hallandale Beach</td>
<td>All Atys. $325.00; Paralegals $220.00</td>
</tr>
<tr>
<td>City of Orlando</td>
<td>$250.00</td>
</tr>
<tr>
<td>City of Sunny Isles Beach</td>
<td>$295.00</td>
</tr>
<tr>
<td>Economic Council of Palm Beach County, Inc.</td>
<td>Pro bono</td>
</tr>
<tr>
<td>Florida Agency for Health Care Administration</td>
<td>Partners $375.00; Associates $275.00;</td>
</tr>
<tr>
<td>Florida Department of Management Service</td>
<td>Paralegals $165.00</td>
</tr>
<tr>
<td>Housing Leadership Council of Palm Beach County</td>
<td>N/A</td>
</tr>
<tr>
<td>Martin County</td>
<td>Pro bono</td>
</tr>
<tr>
<td>Orange County Public Schools</td>
<td>N/A</td>
</tr>
<tr>
<td>School District of Palm Beach County</td>
<td>All attys. $250.00</td>
</tr>
<tr>
<td>South Florida Regional Transportation Authority (SFRTA)</td>
<td>N/A</td>
</tr>
<tr>
<td>State of Florida Board of Administration</td>
<td>All Atys. $300.00; Paralegals $125.00</td>
</tr>
<tr>
<td>U.S. Chamber of Commerce and Florida Chamber of Commerce</td>
<td>All standard rates discounted 15%</td>
</tr>
<tr>
<td></td>
<td>Flat fee of $27K monthly</td>
</tr>
</tbody>
</table>
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
9650 N.W. 41st Street
Suite 100
Miami FL 33178

CONTACT
NAME:
PHONE: 305-591-0080
FAX: 212-948-5665
E-MAIL:

INSURERs AFFORDING COVERAGE (NAC #)
INSURER A: Charter Oak Fire Insurance Company 25615
INSURER B: Travelers Indemnity Company 25668
INSURER C: Phoenix Insurance Company 25623
INSURER D: 
INSURER E: 
INSURER F: 

COVERAGE:

CERTIFICATE NUMBER: 1052218368

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LIMITS

<table>
<thead>
<tr>
<th>INSR LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>1G00277714ABCO'17</td>
<td>1/1/2017 to 1/1/2018</td>
</tr>
<tr>
<td>B</td>
<td>AUTOMOBILE LIABILITY</td>
<td>SA2136C33117SEL</td>
<td>1/1/2017 to 1/1/2018</td>
</tr>
<tr>
<td>C</td>
<td>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</td>
<td>IDTCNUNB34SD519817</td>
<td>1/1/2017 to 1/1/2018</td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance only.

CERTIFICATE HOLDER

Early Learning Coalition of Miami-Dade/Monroe
2655 Ponce de Leon Blvd.
Suite 500
Coral Gables FL 33134

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.
I certify from the records of this office that SHUTTS & BOWEN LLP is a Florida Limited Liability Partnership, filed on December 18, 1998.

The document number of this registration is LLP980000339.

I further certify that the status of said limited liability partnership is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-fifth day of April, 2016

Ken Detzner
Secretary of State
EXHIBIT 1
RFQ # ELCMDM2017-08

Legal Services

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If the undersigned shall be awarded this contract, the undersigned shall comply with all the terms and conditions specified in the RFQ.

_________________________   ____________
Signature of Authorized Official                   Date

Santiago D. Echemendia
Name (Print)

Shuttle & Bowen LLP
Name of Company

*An authorized official is an officer of the Company who has the legal authority to bind the Company to the provisions of this Request for Proposal. This usually is the President, Chairman or the Board, Executive Director, or owner of the entity. A document establishing delegated authority shall be included with the proposal if signed by someone other than the President, Chairman, Executive Director, or owner.
EXHIBIT 2
RFQ # ELCMDM2017-08
Legal Services

FOR COALITION USE ONLY

Evaluation Committee
Initial Screening of Fatal Flaws and Quantitative Evaluation Criteria

1. Was the response received by the date and time specified in the solicitation?
   □ Pass (Yes)    □ Fail (No)

2. Does the response provide the vendor’s federal tax identification number (Appendix “B”)?
   □ Pass (Yes)    □ Fail (No)

3. Does the response contain a signed and dated Acceptance of Contract Terms and Conditions (Exhibit 1)?
   □ Pass (Yes)    □ Fail (No)

4. Does the response contain a signed and dated Proposal Acknowledgement Form (Exhibit 4)?
   □ Pass (Yes)    □ Fail (No)

5. Does the response contain a signed and dated Non-Collusive Affidavit Form (Exhibit 5)?
   □ Pass (Yes)    □ Fail (No)

6. Does the response contain a signed and dated Statement of No Involvement (Exhibit 6)?
   □ Pass (Yes)    □ Fail (No)

7. Does the response contain a signed and dated Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction (Exhibit 7)?
   □ Pass (Yes)    □ Fail (No)

8. Does the response contain a signed Sworn Statement Pursuant to s. 287.133(3)(a), F.S., on public entity crimes (Exhibit 8)?
   □ Pass (Yes)    □ Fail (No)

9. Does the response contain a signed and dated Non-Discrimination Statement (Exhibit 9)?
   □ Pass (Yes)    □ Fail (No)

10. Does the response contain a signed and dated Certification Regarding Lobbying (Exhibit 10)?
    □ Pass (Yes)    □ Fail (No)
11. Does the response contain a signed and dated Certification Regarding Drug-Free Workplace (Exhibit 11)?
   □ Pass (Yes)       □ Fail (No)

12. Does the response contain a Financial and Compliance Audit Requirements Form (Exhibit 12)?
   □ Pass (Yes)       □ Fail (No)

13. Does the response provide the Articles of Incorporation?
   □ Pass (Yes)       □ Fail (No)
EXHIBIT 3
RFQ # ELCMDM2017-08
Legal Services

FOR COALITION USE ONLY

Evaluation Committee
Quantitative Evaluation Criteria

**Scoring Responses:** Each evaluator is to assign a raw score for each evaluation criteria based upon his/her assessment of the solicitation response. The assignment of any individual score should be based upon the factors described below. Scoring detail: (0) zero for completely non-responsive.

<table>
<thead>
<tr>
<th>Scoring Factors -</th>
<th>Point 90</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the Attorney of Firm located in Miami-Dade/Monroe Counties metropolitan area</td>
<td>10</td>
</tr>
<tr>
<td>2. Does the proposal include the Attorney/Firm' background information regarding the general legal services provided</td>
<td>20</td>
</tr>
<tr>
<td>3. Does the Attorney/Firm have extensive experience in governmental and administrative/regulatory matters, including representation of a Board of Directors</td>
<td>20</td>
</tr>
<tr>
<td>4. Does the Attorney/Firm have internal capacity to provide specialized legal advice/representation in the different areas of the law as requested in the scope</td>
<td>20</td>
</tr>
<tr>
<td>5. Does the proposal include five professional references</td>
<td>10</td>
</tr>
<tr>
<td>6. Proposal clearly demonstrate prior experience and job performance</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scoring Factors - Price</th>
<th>Points 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the proposal include cost of service</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL EVALUATION POINTS** | 100 |
REQUEST FOR QUALIFICATIONS ACKNOWLEDGEMENT FORM

Shutts & Bowen LLP
Respondent Name

200 South Biscayne Boulevard, Suite 4100
Respondent Mailing Address

Miami Florida 33131
City State Zip Code

Santiago D. Echemendia Partner
Point of Contact Title

(305) 347-7321 (305) 347-7897
Telephone Number Fax Number

sechemendia@shutts.com www.shutts.com
Email Address Website Address

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment or services and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE EARLY LEARNING COALITION MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Santiago D. Echemendia, Partner
Typed Name and Title

[Signature] [5/2/17]
Signature Date
EXHIBIT 5
RFQ # ELCMDM2017-08
Legal Services

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of Miami-Dade

Santiago D. Echemendia, being first duly sworn deposes and says that:

He/she is the (Owner, Partner, Officer, Representative or Agent) of the Proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm, or person to submit a collusive of sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached Proposal or any other Proposer or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Santiago D. Echemendia, Partner
Name and Title of Authorized Representative

Signature

STATE OF Florida
COUNTY OF Miami-Dade
SWORN TO and subscribed before me this day of , 2016, by who is personally known to me, or who produced his/her as identification.

______________________________
Notary Public - State of Florida
My commission expires: February 8, 2020
EXHIBIT 6
 RFQ # ELCMDM2017-08
 Legal Services

STATEMENT OF NO INVOLVEMENT

I, Santiago D. Echemendia, as an authorized representative of Shutts & Bowen LLP, certify that no member of this firm or any person having interest in this firm has been:

Awarded a contract by the Early Learning Coalition of Miami-Dade/Monroe, Inc., on a noncompetitive basis to perform a feasibility study concerning the scope of work contained in this solicitation, or participated in drafting this solicitation.

Typed Name of Authorized Official: Santiago D. Echemendia
Title of Authorized Official: Partner
Signature of Authorized Official
Date Signed: 5/2/17
EXHIBIT 7  
RFQ # ELCMDM2017-08  
Legal Services

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the Federal department or agency;

(b) Have not within a three-year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicated for, or otherwise criminally or civilly changed by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Santiago D. Echemendia, Partner
Name and Title of Authorized Representative

Shutts & Bowen LLP
Name of Company

Signature  
Date  
5/2/17
EXHIBIT 8
RFQ # ELCMDM2017-08
Legal Services

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by Santiago D. Echemendia for Shutts & Bowen LLP, whose business address is and (if applicable) its Federal Employer Identification Number (FEIN) is 590447122. (If the entity has no FEIN, the Social Security Number of the individual signing this sworn statement:

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(a), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of recording relating to charges brought by indictment or information after July 1, 1989, as result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm’s length agreement, shall be a prima facie case
that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement, {Please indicate which statement applies}

   ___ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. And (Please indicate which additional statement applies).

   ___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged and convicted of a public entity crime subsequent to July 1, 1989.

   ___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Santiago D. Echemendia, Partner
Name and Title of Authorized Representative

Signature

STATE OF Florida
COUNTY OF Miami-Dade

SWORN TO and subscribed before me this 2nd day of May, 2019, by Santiago D. Echemendia who is personally known to me or who produced his/her identification as identification.

Notary Public - State of Florida
My commission expires: February 8, 2020

Printed type of stamp
NON-DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination (a) in General

(1) Federal financial assistance – For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or other financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) Prohibitions of discrimination regarding participation, benefits, and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such programs or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972[20 U.S.C. 1681 et seq]), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under this chapter to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

(4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under this chapter, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain noncitizens. Participation in programs and activities or receiving funds under this chapter shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.
The undersigned has read and agreed to the statements described above.

Santiago D. Echemendia, Partner
Name and Title of Authorized Representative

Signature  Date

Shutts & Bowen LLP
Name of Company
EXHIBIT 10
RFQ # ELCMDM2017-08
Legal Services

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal Contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal Contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Santiago D. Echemendia, Partner
Name and Title of Authorized Representative

Shutts & Bowen LLP
Name of Company

Signature

Date 5/2/17
CERTIFICATION REGARDING DRUG-FREE WORKPLACE


I. Santiago D. Echemendia ____________________________, the undersigned, in representation of Shutts & Bowen LLP ____________________________, the Provider, attest and certify that the Provider will provide a drug-free workplace, by the following actions.

A. Publishing a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Provider’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing an ongoing drug-free awareness program to inform employees concerning:

1. The dangers of drug abuse in the workplace.
2. The policy of maintaining of drug-free workplace.
3. Any available drug counseling, rehabilitation and employee assistance programs.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph A.

D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the Agreement, the employee will:

1. Abide by the terms of the statement.
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.
F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d.2., with respect to any employee who is so convicted.

1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency

G. Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs A, B, C, D, E and F.

CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Santiago D. Echemendia, Partner
Name and Title of Authorized Representative

Shutts & Bowen LLP
Name of Company

Signature

Date 5/2/17
FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This attachment is applicable if the Contractor is any State or local government entity, non-profit organization, or for-profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends $500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2)(m), Florida Statutes.

In the event the recipient expends $500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor, the Chief Financial Officer and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial
assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Santiago D. Echemendia, Partner
Name and Title of Authorized Representative

Shutts & Bowen LLP
Name of Company

Signature

Date
APPENDIX “B”
APPLICATION
Early Learning Coalition Miami-Dade/Monroe Application Form
RFQ # ELCMDM2017-08
Legal Services

Agency Name: Klein Glasser Park & Lowe, P.L.
Agency Unit: N/A

Street Address: 9130 South Dadeland Blvd., Suite 2000
City: Miami
State: FL
Zip Code: 33156

Mailing Address
City:
State:
Zip Code:

Agency Telephone: (305) 610-3700
Fax Number: (305) 670-8592

Agency Email Address: riera-gomezk@kgplp.com
Website Address: www.kgplp.com

Type of Applicant: Private, Not-for-Profit Corporation
Private, For-Profit Corporation
Public/Government
Other (specify):

Federal I.D. #: 30-0631150 Date Agency Established (mo./yr.): June 1, 2010

Current Annual Agency Budget: $ Fiscal Year End (month): December

Program/Service Name:
Total Amount Requested (sum of budget requests for all Areas shown in this Application):
$125,000.00

Name/Position of Person Completing Application: Kayla A. Riera-Gomez, Esq. - Associate

Email Address: riera-gomezk@kgplp.com Phone: (305) 670-3700

Executive Director/CEO: Robert M. Klein Phone: (305) 670-3700

Email: kleinr@kgplp.com Fax: (305) 670-8592

Chief Financial Officer
(If Applicable): N/A Phone: 

Email: Fax:

Board President (If Applicable): N/A

Title: Company: 

Mailing Address: 

City: State: Zip Code: 

Telephone: Fax Number: 

Email Address:
Contact Person Responsible for Program/Service: Kayla A. Riera-Gomez, Esq.

Title: Associate

Email Address: riera-gomezk@kgplp.com

Program/Service Address: 9130 South Datran Blvd., Suite 2000

City: Miami State: FL Zip Code: 33156

Telephone: (305) 670-3700 Fax Number: (305) 670-8952

Public Relations Contact: same as above Phone: 

Email: Fax Number:

Applicant is: (mark one) 

X a New Provider (not previously funded by ELCMDM)

_____ an Existing ELCMDM-funded Provider
Early Learning Coalition of Miami-Dade/Monroe, Inc.

Legal Services Request for Qualifications

RFQ#ELCMDM2017-08

Klein Glasser Park & Lowe, P.L
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PROPOSAL RESPONSES

A. COMPANY INFORMATION

Klein Glasser Park and Lowe, PL
9130 South Dadeland Blvd., Suite 2000
Miami, FL 33156

Klein, Glasser, Park and Lowe, P.L., (hereinafter “Klein Glasser”) was incorporated as a
Stephens, Lynn, Klein, P.L., on May 28, 2010. On February 8, 2011, the Articles of Incorporation
were amended to rename the firm, Klein, Glasser, Park, Lowe & Pelstring, P.L. Following the
retirement of Mr. Pelstring, the firm name was amended to Klein, Glasser, Park and Lowe, P.L.

B. EXPERIENCE

Klein Glasser is a full-service law firm with multiple Florida locations. The Firm has been
engaged in the practice of law in Florida for almost forty years, with a focus on civil litigation
and appeals. While we vigorously pursue positive results for our clients, the process of
achieving that goal is equally important. That is why we are strongly committed to the efficient
and expeditious resolution of our clients' legal needs through our diversely experienced
attorneys.

The Firm has tried hundreds of civil litigation and coverage matters, including
professional liability, personal injury, product liability, construction, commercial litigation
matters and insurance coverage disputes. The Firm has extensive experience in representing
private and non-profit schools and universities, foster care agencies, and rehabilitation
providers. The Firm also provides continuing education lectures to accounting and legal
professionals and insurance carriers on professional liability issues, bad faith and coverage
matters. Our clients include individuals, law firms and accounting firms and institutions, whether the Firm is hired directly or through the client's insurance carrier.

The Firm's results and reputation has earned it a Martindale-Hubbell Law Directory rating of "AV," which is the highest available rating from the nation's lead legal rating service company, resulting from answers to confidential questionnaires by other lawyers within the community. In addition, several of our partners have also earned an AV rating.

Klein Glasser was formerly known as Stephens Lynn Klein. During its 35 year history, the Stephens Lynn Klein firm tried in excess of 1,000 jury trials and handled hundreds of appeals, including a number of landmark decisions involving defenses to legal malpractice actions. Many of the attorneys of Stephens Lynn Klein are now members of Klein Glasser. Their experience is integral to the continued success of our Firm.

C. RESPONSE TO EVALUATION CRITERIA CONTAINED IN SECTION 3.6

Each attorney in the firm is a member of the Florida Bar in good standing. If a formal letter of good standing is required, please advise and we will request the necessary certificate from the Florida Bar. In the interim, attached under the tab labeled Good Standing in the State Bar of Florida we have provided a copy of the member page from the Florida Bar website for each attorney in the firm.

Several of the attorneys in our firm have been practicing for more than 25 years. Many of the attorneys in the firm have represented non-profit organizations for a number of years. Kayla A. Riera-Gomez's practice has focused on the representation of non-profit organizations since 2010. Her representation includes litigation, dependency, procurement contracting, government contracting, regulatory compliance and human resource issues. Mrs. Riera-Gomez
is well versed in issues related to chapter 119 public records requests and has provided
guidance to government contractors required to conduct procurements pursuant to chapter
287, Florida Statutes. She has also provided guidance to prior clients that were required to
comply with public meeting requirements contained in chapter 286, Florida Statutes. A
significant amount of the litigation presently handled by Gregory S. Glasser and Mrs. Riera-
Gomez involve child welfare organizations, day care facilities and school.

For several years, Mr. Klein represented The School District of Palm Beach County and
Miami-Dade County Public Schools. His representation included general liability, procurement,
employment claims, and contracts, including leases, as well as a significant amount of
employment law matters including administrative personnel actions, grievances, and employee
appeals.

D. STAFFING AND ATTORNEY QUALIFICATIONS

ROBERT M. KLEIN

Robert M. Klein has served as the managing partner of the firm since 2010 and
managing partner of Stephens, Lynn, Klein commencing in 1982. Mr. Klein is AV rated by
Martindale-Hubbell and has been recognized by Super Lawyers.

Mr. Klein attended Franklin Marshall College in Lancaster, Pennsylvania (B.A. 1971) and
law school at Ohio Northern University (J.D. 1976).

He was admitted to bar in Florida (1976) and Massachusetts (1993). He is also admitted
to practice before the Florida Supreme Court (1977); U.S. District Court, Southern District of
Florida (1977); Fifth Circuit Court of Appeals (1978); Eleventh Circuit Court of Appeals (1981);

Mr. Klein is a member of Dade County Bar Association; Florida Bar Association; American Bar Association; Dade County Defense Bar Association; Florida Defense Lawyers Association; Defense Research Association; and American Board of Trial Advocates.

Mr. Klein is principally involved in the defense of complex professional liability cases, insurance coverage and bad faith litigation, and corporate and commercial litigation for both plaintiffs and defendants. He has extensive experience in class action litigation involving claims of employment discrimination, insurance coverage, underwriting, rate and premium matters.

Mr. Klein has tried in excess of one hundred and fifty jury trials and more than forty legal malpractice cases. Mr. Klein has been involved as primary appellate counsel in over one hundred and fifty appellate decisions. He has written numerous briefs as amicus curiae before the Florida Supreme Court on behalf of insurance carriers, the Florida Medical Association, the Florida Hospital Association, the American Medical Association and the Florida Defense Bar Association. He has also lectured extensively for the Florida Bar on matters involving legal malpractice and trial practice, including presentation of several one week seminars on trial techniques.

Mr. Klein is a nationally recognized speaker on legal issues. He was the Principal Speaker at the ABA’s National Conference on Legal Malpractice in 2009, on the Trial of a Legal Malpractice Action, and again in 2016, on Advanced Techniques for Trying the "Case Within a Case." Additionally, he is the author of several chapters on the trial of a legal malpractice action for the Florida Bar Continuing Legal Education textbook on the Professional Liability of Lawyers.
In 2016, Rob Klein was honored by the Dade County Bar Association as a "Legal Luminary" in the field of legal malpractice. The voting was by members of the Miami Dade County Bar Association, and selected the top practitioner in each of forty areas of specialization. This was the first peer review award of its kind given out by the Miami Dade County Bar Association.

**GREGORY S. GLASSER**

Gregory S. Glasser is an equity partner of Klein, Glasser, Park & Lowe, P.L. He was born and raised in Miami, Florida. He attended University of Texas at Austin (B.B.A., 1990, M.B.A 1991) and University of Florida College of Law (J.D. 1994). He is admitted to practice in Florida (1990) and is a member of the Dade County Bar Association.

Mr. Glasser's litigation practice focuses on the defense of professional malpractice, catastrophic injury cases, bodily injury claims involving schools and social service agencies, commercial litigation and insurance coverage disputes.

**KAYLA A. RIERA-GOMEZ**

Kayla A. Riera-Gomez is an associate at Klein, Glasser, Park & Lowe, P.L. Mrs. Riera-Gomez attended Florida State University (B.A. 2001) and Nova Southeastern Shepard Broad Law Center (J.D. 2009). She was admitted to the Florida Bar in 2009. She is also admitted to practice before the United District Court, Southern District of Florida; United States District Court, Middle District of Florida; and United States District Court, Northern District of Florida.

Prior to practicing law, Mrs. Riera-Gomez held various positions in state government. She served as a legislative assistant for members of both the Florida Senate and the Florida House of Representatives. In addition, she ran local campaigns and served as a regional political
director for a gubernatorial campaign. Mrs. Riera-Gomez's political background has enabled her to bring a high level of communication and negotiation skills to her legal practice.

Mrs. Riera-Gomez focuses her litigation practice on insurance matters involving the representation of nonprofit agencies, including foster care agencies, schools, churches, day care facilities and camps, in litigation matters. She is part of the legal team that litigates cases in state and federal courts, and in alternative dispute resolution. Mrs. Riera-Gomez has handled cases of first impression alleging wrongful adoption, culpable negligence and delayed reunification. Additionally, Mrs. Riera-Gomez has litigated numerous cases involving wrongful death and other significant exposure personal injury, third party insurance coverage, premises liability, general liability and other matters in Florida’s state and federal courts for individual and corporate clients throughout the United States.

Mrs. Riera-Gomez is choice counsel, representing entities throughout Florida’s community based care system in all phases of multi-party, multi-million dollar death and injury claims, with a focus on unique, complex resolutions of the claims and related insurance and contractual issues. Her state government experience has created an understanding of the unique issues involved when litigating on behalf of government contractors. Her knowledge of the procurement process and sensitivity to the relationships between government agencies and their subcontractors has enabled her to better assess the broader needs for her clients in relation to the pending litigation. Mrs. Riera-Gomez is widely recognized for her extensive knowledge of the child welfare system in Florida and her unique ability to develop practical strategies to address clients’ present and future needs.
Prior to joining the firm, Mrs. Riera-Gomez served as outside counsel to a foster care lead agency. Her representation included contract matters involving negotiating contracts with the Florida Department of Children and Families, vendors and procurement. She educated her client regarding compliance with Florida’s broad public records law and assisted the agency in complying with its statutory obligations while addressing inconsistencies between state and federal regulations regarding dependency, medical and educational records. She addressed novel fundraising issues and assisted that agency by providing legal analysis of issues related to funding of 501(c)3 entities. She attended Board of Directors meetings, Audit Committee meetings, and procurement meetings. During her tenure, several employment issues arose involving full-time and leased employees.

E. CLIENT SERVICES AND CONTRACT ADMINISTRATION

See subsection I. below.

F. RELEVANT WORK HISTORY IN SOUTH FLORIDA WITH NON-PROFIT ORGANIZATIONS

The firm has provided services to numerous non-profit organizations in South Florida. As noted in the professional reference provided, the firm and/or its attorneys have provided services to Our Kids of Miami-Dade/Monroe and The Children’s Home Society of Florida. We have represented other community based care agencies in pre-suit matters that were never made public and as such are not included in the list. Presently, the firm is actively representing more than 25 non-profit organizations in South Florida.

Often, representation of these organizations begins with threatened or active litigation. During or at the conclusion of litigation, the entity privately retains the firm to address matters
outside of the litigation and outside the scope of its general or professional liability insurance policy.

G. PROFESSIONAL REFERENCES

Attached, see tab labeled Professional References

H. DESCRIPTION OF RESPONDENTS’ KNOWLEDGE OF RULES AND REGULATIONS REGARDING NON-PROFIT FUNDING

Non-profit organizations are subject to numerous rules and regulations with regard to funding. The Early Learning Coalition is subject to state statute, administrative rules, federal statutes, grant funding and private funding rules. Funding rules can authorize spending, limit spending, dictate procedures for accessing government funds and procedures for paying vendors. For example, Section 1002.83(12), Florida Statutes (2016) prohibits the use of state, federal, and local matching funds for the provision of meals, food, or beverages for coalition members, employees, or subcontractor employees. However, other funding sources can be utilized for this purpose.

Early Learning Coalitions are subject to a significant amount of regulation, which is both a benefit and a burden. The complexity of the funding governance has necessitated numerous guidelines. The Office of Early Learning’s Program Guidance is a useful tool for addressing compliance issues on funding and programmatic issues. However, many non-profit government contractors have found that the move to electronic guides can result in substantive changes without sufficient notice. While statutory and administrative code revisions are often subject of significant debate and discussion prior to implementation, the end result may present unintended and/or unexpected funding and compliance issues.
While this response does not provide a sufficient opportunity to discuss each of the Early Learning Coalition's current funding sources and regulatory obligations, we welcome the opportunity to engage in substantive conversation on the subject.

I. DESCRIPTION OF HOW RESPONDENT WILL RENDER SERVICES

Upon receipt of a Notice of Intent to Award the contract to Klein Glasser, Mr. Klein, Mr. Glasser and Mrs. Riera-Gomez will meet with the Early Learning Coalition’s designated representatives to determine the precise manner in which services will be rendered. Below are our initial suggestions based on our prior experience representing institutional clients:

- Client and firm points of contact are determined. For this contract, Mrs. Riera-Gomez will be the point of contact for the firm.

- Procedure for assigning legal services to the firm is developed to ensure that the client is not incurring fees for services that leadership of the organization did not authorize.

- Invoicing structure is established. Specifically, does the client prefer all matters/legal issues be included on a single invoice, provided on separate invoice or a hybrid whereby the client is provided a single invoice on which legal services are segregated by matter or client department.

- When an assignment is received, it will be logged and a confirming email will be provided. Prompt in-person or telephonic meetings will be held, as appropriate, to address the assignment and clarify scope of the work to be completed.

- Meetings – Mrs. Riera-Gomez will attend all Board meetings, Board of Directors Audit Committee meetings, Directors’ Executive and Program Committee meetings, Provider Committee meetings, Reviews and Debriefing Committee meetings and Request for
Proposal Committee meetings. She will also be available to meet with management and staff as needed in advance of meetings. She will review all meeting materials prior to attending meetings.

- Legal Research – Mrs. Riera-Gomez will assess the legal questions posed to the firm and identify the attorney best suited to perform the research in the most cost effective manner for the Early Learning Coalition.

- Education – The firm recognizes that each client has unique issues. As such, the firm will tailor the continuing education of attorneys providing services to the Early Learning Coalition to enhance the quality and efficiency of services provided.

- Fees – The firm will use its professional judgment to determine the most appropriate attorneys and staff to complete a requested task. However, specific preferences of the Early Coalition will be considered and discussed to ensure agreement on the proposed staffing. All tasks performed by the firm will be billed in increments of one-tenth of an hour (.1), including but not limited to research, meeting attendance, drafting, telephone conferences, emails, travel, etc. Partners will be billed at $300/hour. Associates will be billed at $225/hour. Paralegals will be billed at $125/hour.

The firm understands that legal fees can be unpredictable and concerns regarding the costs of communication with counsel can lead to a chilling of the lines of communication between client and attorney. As such, the Firm is willing to negotiate a flat monthly counseling fee to facilitate communication between the Firm and the Early Learning Coalition to provide a level of predictability with regard to monthly invoices. If
the Firm's proposal is accepted, we agree to include this option during final contract negotiations.

J. RESPONDENT IS NOT UNDER CONTRACT WITH ANY GOVERNMENTAL AGENCY

K. CERTIFICATE OF GOOD STANDING ISSUED BY THE FLORIDA DEPARTMENT OF STATE

Attached, see tab labeled Certificate of Good Standing

L. CERTIFICATE OF GENERAL LIABILITY

Attached, see tab labeled Certificate of General Liability. The Early Learning Coalition will be added as an additional insured on the date the Firm and the Early Learning Coalition enter into a contract.
April 27, 2017

Evelio Torres, President & CEO
Early Learning Coalition of Miami-Dade/Monroe
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134

Re: Recommendation of Klein Glasser Park & Lowe, P.L.

Dear Evelio:

It is my honor to recommend the law firm of Klein Glasser Park & Lowe as the Early Learning Coalition’s outside counsel. I had the opportunity to work with Kayla Riera-Gomez when she served as Our Kids’ outside counsel from 2011 to 2015. Her representation of the agency ended when she switched firms and Our Kids moved many of its legal needs in-house. During her representation, we relied on Kayla to assist with a multitude of issues including contracting, public records responses, funding issues, employment, and procurement.

Kayla was easy to work with and was accessible to Our Kids staff. She always took the time to fully understand issues before offering legal advice. While she maintained a significant litigation practice representing various social service agencies, schools and afterschool programs, I always knew that Our Kids was a priority.

I believe that the Early Learning Coalition will be well served by Kayla and her firm.

Sincerely,

B. Toledo

Barbie Toledo
Vice-President & COO
April 27, 2017

Re: Recommendation of Klein Glasser Park & Lowe, PL

To whom it may concern:

It is my pleasure to recommend Klein Glasser Park and Lowe as outside counsel for the Early Learning Coalition of Miami-Dade/Monroe. The firm has represented CHS since 2015, when Kayla Riera-Gomez joined the firm. Kayla has represented CHS in various matters since 2010. The firm has a wealth of experience in handling sensitive litigation and other matters for non-profit agencies. I have come to rely on the firm’s accessibility and knowledge of the various services CHS provides across the state. Whether the issue involves litigation, dependency, HIPAA compliance or other topics, the firm and its lawyers provide well-reasoned advice for the benefit of CHS.

Very truly yours,

[Signature]

Frank D. Gonzalez, Esq.
Chief Compliance Officer and General Counsel
FDG/kml

Page 13
April 27, 2017

Re: Recommendation of Klein Glasser Park & Lowe, PL

To whom it may concern:

It is my pleasure to recommend Klein Glasser Park and Lowe as outside counsel for the Early Learning Coalition of Miami-Dade/Monroe. The firm has previously represented Family Support Services of North Florida, Inc. The firm’s experience in handling issues unique to government contractors and non-profit agencies was integral in securing a favorable result.

I believe that Klein Glasser Park & Lowe is well suited to serve the legal needs of the Early Learning Coalition of Miami-Dade/Monroe.

Sincerely,

[Signature]

Stacey L. West, Esquire
Vice-President, Legal and In-House Counsel
stacey.west@fssnf.org
April 27, 2017

Re: Recommendation of Klein Glasser Park & Lowe, PL

To whom it may concern:

It is my pleasure to recommend Klein Glasser Park and Lowe as outside counsel for the Early Learning Coalition of Miami-Dade/Monroe. The firm has previously represented Grandview Preparatory School. The firm’s experience in handling issues unique to schools was integral in securing a favorable result.

I believe that Klein Glasser Park & Lowe is well suited to serve the legal needs of the Early Learning Coalition of Miami-Dade/Monroe.

Sincerely,

Alysa Glickman
Director of Community Relations
Klein Glasser Park & Lower P.L.
9130 South Dadeland Blvd | Suite 2000
Miami Florida 33156

Re: Recommendation of Klein Glasser Park & Lowe, PL

To whom it may concern:

It is my pleasure to recommend Klein Glasser Park and Lowe as outside counsel for the Early Learning Coalition of Miami-Dade/Monroe. The firm has previously represented Palmer Trinity School. The firm's experience in handling issues unique to schools was integral in securing a favorable result.

I believe that Klein Glasser Park & Lowe is well suited to serve the legal needs of the Early Learning Coalition of Miami-Dade/Monroe.

Sincerely,

Jose Chao, CFO / CPA, SHRM-SCP
Palmer Trinity Private School, Inc. (Est. 1972) 6-12th Grade
jchao@palmertrinity.org
305.969.4205
April 27, 2017

To whom it may concern:

It is my pleasure to recommend Klein Glasser Park and Lowe as outside counsel for the Early Learning Coalition of Miami-Dade/Monroe. The firm has previously represented Westminster Christian School. All issues were handled professionally and our school was kept informed of what to expect at each stage of the legal process. The firm’s experience in handling issues unique to schools was integral in securing a favorable result.

I believe that Klein Glasser Park & Lowe is well suited to serve the legal needs of the Early Learning Coalition of Miami-Dade/Monroe.

Sincerely,

[Signature]
Lawyers Professional Liability Declarations

This is a claims made and reported policy
Please read this policy and all endorsements and attachments carefully.

Claims Made and Reported Coverage: The coverage afforded by this policy is limited to liability for only those Claims which are first made against the Insured during the Policy Period or any applicable Extended Reporting Period, and which are reported to the Company in accordance with SECTION V - When to Report a Claim.

Notice: This policy may contain provisions that reduce the Limits of Liability stated in the policy by the costs of legal defense, unless the Named Insured has elected to purchase separate Limits of Liability for Claims Expenses as noted in Item 4. of the Declarations.
This policy may contain provisions that permit legal defense costs to be applied against the deductible, unless the Named Insured has elected to purchase the deductible applicable to Damages and Claims Expenses as noted in the Item 5. of the Declarations.
Please read the policy carefully.

Policy Number: LA304 366
Renewal of Policy: LA302 979

1. NAMED INSURED: Klein, Glasser, Park & Lowe, P.L.
ADDRESS: 9130 S. Dekeland Boulevard
Two Datran Center - Suite 2000
Miami, FL 33158

2. POLICY PERIOD:
From 25-Jul-2016 to 25-Jul-2017
at 12:01 A.M. Standard Time at the Named Insured's address shown above.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, THE COMPANY AGREES WITH THE INSURED TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

3. LIMITS OF LIABILITY:
Each Claim: $5,000,000
Aggregate: $5,000,000

4. CLAIMS EXPENSES:
Option Purchased
A. Included within the Limits of Liability
B. Have separate Limits of Liability [ X ]

5. DEDUCTIBLE: Each Claim and Aggregate: $25,000
A. Deductible applies to Damages only
B. Deductible applies to Damages and Claims Expenses [ X ]

6. ANNUAL PREMIUM: [Redacted]

7. RETROACTIVE DATE: UNLIMITED

8. Forms and endorsements applying to this Coverage part and made part of this policy at the time of issue:
MLP 0601 07-13
MLP 1400-FL 07-13

9. Report Claims by fax, registered mail or email to:
Claims Service Center: Markel Service Incorporated; Ten Parkway North, Deerfield, Illinois 60015
Fax (847) 572-6338 E-mail: newclaims@markelcorp.com

These Declarations, together with the Common Policy Conditions and Coverage Form(s) and any Endorsement(s), complete the above numbered policy.

[Signature]
Authorized Representative

Producer Name: RPS Plus Companies, 520 U.S. Highway 22, Bridgewater, NJ 08807
MLDP 1000 07-13
Issue Date: 07/25/2016

Page 18
EXHIBIT 1
RFQ # ELCMDM2017-08

Legal Services

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If the undersigned shall be awarded this contract, the undersigned shall comply with all the terms and conditions specified in the RFQ.

[Signature]
Signature of Authorized Official

[Date]
Date

Robert M. Klein
Name (Print)

Klein Glasser Park and Lowe, P.L.
Name of Company

*An authorized official is an officer of the Company who has the legal authority to bind the Company to the provisions of this Request for Proposal. This usually is the President, Chairman or the Board, Executive Director, or owner of the entity. A document establishing delegated authority shall be included with the proposal if signed by someone other than the President, Chairman, Executive Director, or owner.
EXHIBIT 2
RFQ # ELCMDM2017-08
Legal Services

FOR COALITION USE ONLY

Evaluation Committee
Initial Screening of Fatal Flaws and Quantitative Evaluation Criteria

1. Was the response received by the date and time specified in the solicitation?
   □ Pass (Yes)   □ Fail (No)

2. Does the response provide the vendor’s federal tax identification number (Appendix “B”)?
   □ Pass (Yes)   □ Fail (No)

3. Does the response contain a signed and dated Acceptance of Contract Terms and Conditions (Exhibit 1)?
   □ Pass (Yes)   □ Fail (No)

4. Does the response contain a signed and dated Proposal Acknowledgement Form (Exhibit 4)?
   □ Pass (Yes)   □ Fail (No)

5. Does the response contain a signed and dated Non-Collusive Affidavit Form (Exhibit 5)?
   □ Pass (Yes)   □ Fail (No)

6. Does the response contain a signed and dated Statement of No Involvement (Exhibit 6)?
   □ Pass (Yes)   □ Fail (No)

7. Does the response contain a signed and dated Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction (Exhibit 7)?
   □ Pass (Yes)   □ Fail (No)

8. Does the response contain a signed Sworn Statement Pursuant to s. 287.133(3)(a), F.S., on public entity crimes (Exhibit 8)?
   □ Pass (Yes)   □ Fail (No)

9. Does the response contain a signed and dated Non-Discrimination Statement (Exhibit 9)?
   □ Pass (Yes)   □ Fail (No)

10. Does the response contain a signed and dated Certification Regarding Lobbying (Exhibit 10)?
    □ Pass (Yes)   □ Fail (No)
11. Does the response contain a signed and dated Certification Regarding Drug-Free Workplace *(Exhibit 11)*?
   - [ ] Pass (Yes)  [ ] Fail (No)

12. Does the response contain a Financial and Compliance Audit Requirements Form *(Exhibit 12)*?
   - [ ] Pass (Yes)  [ ] Fail (No)

13. Does the response provide the Articles of Incorporation?
   - [ ] Pass (Yes)  [ ] Fail (No)
**EXHIBIT 3**  
**RFQ # ELCMDM2017-08**  
**Legal Services**

**FOR COALITION USE ONLY**

**Evaluation Committee**  
**Quantitative Evaluation Criteria**

**Scoring Responses:** Each evaluator is to assign a raw score for each evaluation criteria based upon his/her assessment of the solicitation response. The assignment of any individual score should be based upon the factors described below. Scoring detail: (0) zero for completely non-responsive.

<table>
<thead>
<tr>
<th>Scoring Factors -</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the Attorney of Firm located in Miami-Dade/Monroe Counties metropolitan area</td>
<td>90</td>
</tr>
<tr>
<td>2. Does the proposal include the Attorney/Firm' background information regarding the general legal services provided</td>
<td>10</td>
</tr>
<tr>
<td>3. Does the Attorney/Firm have extensive experience in governmental and administrative/regulatory matters, including representation of a Board of Directors</td>
<td>20</td>
</tr>
<tr>
<td>4. Does the Attorney/Firm have internal capacity to provide specialized legal advice/representation in the different areas of the law as requested in the scope</td>
<td>20</td>
</tr>
<tr>
<td>5. Does the proposal include five professional references</td>
<td>10</td>
</tr>
<tr>
<td>6. Proposal clearly demonstrate prior experience and job performance</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scoring Factors - Price</th>
<th>Points 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the proposal include cost of service</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL EVALUATION POINTS**  
100
EXHIBIT 4
RFQ # ELCMDM2017-08
Legal Services

REQUEST FOR QUALIFICATIONS ACKNOWLEDGEMENT FORM

Klein Glasser Park & Lowe, P.L.

Respondent Name

9130 South Dadeland Blvd., Suite 2000

Respondent Mailing Address

City

FL

33156

State

Zip Code

Kayla A. Riera-Gomez

Associate

Point of Contact

Title

(305) 670-3700

(305) 670-8592

Telephone Number

Fax Number

riera-gomez@kgplp.com

www.kgplp.com

Email Address

Website Address

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment or services and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE EARLY LEARNING COALITION MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Robert M. Klein, Esq.

Managing Partner

Typed Name and Title

Signature

4/27/17

Date
EXHIBIT 5
RFQ # ELCMDM2017-08
Legal Services

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of Miami-Dade

Robert M. Klein, Esq., Managing Partner

Name and Title of Authorized Representative

Signature

STATE OF FL
COUNTY OF Dade

SWORN TO and subscribed before me this 27th day of April, 2017 by

Robert Klein who is personally known to me or who
produced his/her as identification.

Notary Public - State of Florida
My commission expires:____________________

Printed type of stamp

CORA PETRILLO
Notary Public - State of Florida
My Comm. Expires Oct 27, 2017
Commission # FF 065548
Bonded Through National Notary Assn.
EXHIBIT 6
RFQ # ELCMDM2017-08
Legal Services

STATEMENT OF NO INVOLVEMENT

I, Robert M. Klein, as an authorized representative of Klein Glasser Park & Lowe, P.L., certify that no member of this firm or any person having interest in this firm has been:

Awarded a contract by the Early Learning Coalition of Miami-Dade/Monroe, Inc., on a noncompetitive basis to perform a feasibility study concerning the scope of work contained in this solicitation, or participated in drafting this solicitation.

Typed Name of Authorized Official: Robert M. Klein
Title of Authorized Official: Managing Partner
Signature of Authorized Official: [Signature]
Date Signed: 4/27/17
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the Federal department or agency;

(b) Have not within a three-year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicated for, or otherwise criminally or civilly changed by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Robert M. Klein, Managing Partner  
Name and Title of Authorized Representative

Klein Glasser Park & Lowe, P.L.  
Name of Company

Signature  
Date

4/27/17
EXHIBIT 8

RFQ # FLCMMDM2017-08

Legal Services

SWORN STATEMENT PURSUANT TO SECTION 287.1333(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by Robert M. Klein for Klein Glasser Park & Lowe, P.L., whose business address is and (if applicable) its Federal Employer Identification Number (FEIN) is 30-0631150 (If the entity has no FEIN, the Social Security Number of the individual signing this sworn statement: 9130 South Datran Blvd., Suite 2000, Miami, FL 33156)

2. I understand that a “public entity crime” as defined in Paragraph 287.1333(1)(a), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understanding the “convicted” or “conviction” as defined in Paragraph 287.1333(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of recording relating to charges brought by indictment or information after July 1, 1989, as result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.1333(1)(a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm’s length agreement, shall be a prima facie case
that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement, (Please indicate which statement applies)

    ☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. And (Please indicate which additional statement applies).

    ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged and convicted of a public entity crime subsequent to July 1, 1989.

    ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)
I understand that the submission of this form to the contracting officer for the entity identified in paragraph 1 (one) above is for that public entity only and that this form is valid through December 31 or the calendar year in which it is filed. I also understand that I am required to inform the public entity prior to entering into for a contract in excess of the threshold amount provided in section 287.017, Florida Statutes, for category two of any change in the information contained in this form.

Robert M. Klein - Managing Partner

Name and Title of Authorized Representative

Signature

STATE OF Florida
COUNTY OF Miami-Dade

SWORN TO and subscribed before me this 21st day of April, 2015 by Robert M. Klein who is personally known to me or who produced his/her as identification.

Notary Public - State of Florida
My commission expires:_____________________

Printed type of stamp

CDRA PETRILLO
Notary Public - State of Florida
My Comm. Expires Oct 27, 2017
Commission # FF 065548
Bonded Through National Notary Assn.
EXHIBIT 9  
RFQ # ELCMDM2017-08  
Legal Services  

NON-DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination (a) In General

(1) Federal financial assistance – For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d et seq.), programs and activities funded or other financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) Prohibitions of discrimination regarding participation, benefits, and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such programs or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972[20 U.S.C. 1681 et seq]), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under this chapter to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

(4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under this chapter, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain noncitizens. Participation in programs and activities or receiving funds under this chapter shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.
The undersigned has read and agreed to the statements described above.

__________________________
Robert M. Klein, Managing Partner
Name and Title of Authorized Representative

__________________________
Signature

4/27/17
Date

Klein Glasser Park & Lowe, P.L.
Name of Company
EXHIBIT 10
RFQ # ELCMDM2017-08
Legal Services

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal Contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal Contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

__________________________   __________________________
Robert M. Klein, Managing Partner   Klein Glasser Park & Lowe, P.L.
Name and Title of Authorized Representative   Name of Company

__________________________   4/27/17
Signature   Date
EXHIBIT 11
RFO # ELCMDM2017-08
Legal Services

CERTIFICATION REGARDING DRUG-FREE WORKPLACE


I, Robert M. Klein, the undersigned, in representation of Klein Glasser Park & Lowe, P.L., the Provider, attest and certify that the Provider will provide a drug-free workplace, by the following actions.

A. Publishing a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Provider’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing an ongoing drug-free awareness program to inform employees concerning:

1. The dangers of drug abuse in the workplace.
2. The policy of maintaining of drug-free workplace.
3. Any available drug counseling, rehabilitation and employee assistance programs.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph A.

D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the Agreement, the employee will:

1. Abide by the terms of the statement.
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.
F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d.2., with respect to any employee who is so convicted.

1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency

G. Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs A, B, C, D, E and F.

CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Robert M. Klein, Managing Partner
Name and Title of Authorized Representative

Klein Glasser Park & Lowe, P.L.
Name of Company

Signature

4/27/17
Date
FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This attachment is applicable if the Contractor is any State or local government entity, non-profit organization, or for-profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends $500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2)(m), Florida Statutes.

In the event the recipient expends $500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor, the Chief Financial Officer and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial
assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Robert M. Klein, Managing Partner
Name and Title of Authorized Representative

Klein Glasser Park & Lowe, P.L.
Name of Company

Signature

4/27/17
Date
Electronic Articles of Organization  
For  
Florida Limited Liability Company

Article I  
The name of the Limited Liability Company is:

STEPPHENS, LYNN, KLEIN, P.L.

Article II  
The street address of the principal office of the Limited Liability Company is:

9130 SOUTH DADELAND BOULEVARD 
PENTHOUSE II, TWO DATRAN CENTER 
MIAMI, FL. US 33156

The mailing address of the Limited Liability Company is:

9130 SOUTH DADELAND BOULEVARD 
PENTHOUSE II, TWO DATRAN CENTER 
MIAMI, FL. US 33156

Article III  
The purpose for which this Limited Liability Company is organized is:

TO ENGAGE IN EVERY PHASE AND ASPECT OF THE PRACTICE OF LAW 
AND TO RENDER PROFESSIONAL SERVICES TO ANY AND ALL PERSONS, 
 FIRMS, CORPORATIONS AND OTHER ENTITIES, AND TO THE GENERAL 
PUBLIC, AND IN VARIOUS JURISDICTIONS BEFORE ALL COURTS, 
PUBLIC

Article IV  
The name and Florida street address of the registered agent is:

ROBERT M KLEIN 
9130 SOUTH DADELAND BOULEVARD 
PENTHOUSE II, TWO DATRAN CENTER 
MIAMI, FL. 33156

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature:  ROBERT M. KLEIN
Article V
The name and address of managing members/managers are:
Title: MGRM
ROBERT M. KLEIN, P.A.
9130 SOUTH DADELAND BLVD., PENTHOUSE II
MIAMI, FL. 33156 US

Article VI
The effective date for this Limited Liability Company shall be:
06/01/2010

Signature of member or an authorized representative of a member
Signature: ROBERT M. KLEIN
February 8, 2011

VIA FEDERAL EXPRESS

Department of State
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, Florida 32301

RE: Name Change Amendment
Stephens, Lynn, Klein, P.L.

Dear Sir of Madam,

Enclosed for filing is an Amendment to the Articles of Organization of Stephens, Lynn, Klein, P.L. Also enclosed is our check in the amount of $25.00 for processing same.

Once the Amendment is registered with your office, kindly send us a copy in the self-addressed envelope provided. Thank you for your assistance.

Very truly yours,

ROBERT M. KLEIN

RMK/mlc
Enclosures
AMENDMENT TO THE 
ARTICLES OF ORGANIZATION 

OF 

STEPHENS, LYNN, KLEIN, P.L.

WHEREAS, the Members filed the Articles of Organization for Stephens, Lynn, Klein, P.L. on May 28, 2010 and the Articles were issued document number L10000057766;

WHEREAS, all of the Members desire to change the name of the Company from Stephens, Lynn, Klein, P.L. to Klein, Glasser, Park, Lowe & Pelstring, P.L. and have duly adopted such name change;

WHEREAS, all of the Members have agreed to adopt this Amendment to the Articles of Organization reflecting such change;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

The name of the Professional Limited Liability Company shall be Klein, Glasser, Park, Lowe & Pelstring, P.L.

This Amendment shall be effective as of the 14th day of February, 2011.

Executed this ___ day of February, 2011.

STEPHENS, LYNN, KLEIN, P.L.

By: &

Robert M. Klein, Manager

Amendment to the Articles of Organization of Stephens, Lynn, Klein, P.L.
November 21, 2014

Department of State, Florida
Clifton Building
2611 Executive Center Circle
Tallahassee FL 32301

Re: Order #: 9353528 SO
Customer Reference 1: None Given
Customer Reference 2: None Given

Dear Department of State, Florida:

Please obtain the following:

KLEIN, GLASSER, PARK, LOWE & PELSTRING, P.L.
(FL)
Amendment (Change of Name)
Florida

KLEIN, GLASSER, PARK, LOWE & PELSTRING, P.L.
(FL)
Obtain Document - Misc - CC of Amendment
Florida

Enclosed please find a check for the requisite fees. Please return document(s) to the attention of the undersigned.

If for any reason the enclosed cannot be processed upon receipt, please contact the undersigned immediately at (850) 222-1092.

Thank you very much for your help.

Sincerely,

Connie R Bryan
Senior Fulfillment Specialist
Connie.Bryan@wolterskluwer.com
AMENDMENT TO THE ARTICLES OF ORGANIZATION
OF
KLEIN, GLASSER, PARK, LOWE & PELSTRING, P.L.

WHEREAS, the Members filed the Articles of Organization for Klein, Glasser, Park, Lowe & Pelstring, P.L. on February 9, 2011 and, the Articles were issued document number L10000057766;

WHEREAS, all of the Members desire to change the name of the Company from Klein, Glasser, Park Lowe & Pelstring, P.L. to Klein, Glasser, Park & Lowe, P.L. and, have duly adopted such name change;

WHEREAS, all of the Members have agreed to adopt this Amendment to the Articles of Organization reflecting such change.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

The name of the Professional Liability Company shall be Klein, Glasser, Park & Lowe, P.L.

This Amendment shall be effective as of the 21st day of November, 2014.

Executed this 21st day of November, 2014.

KLEIN, GLASSER, PARK, LOWE & PELSTRING, P.L.

By: [Signature]
Robert M. Klein, President,
ROBERT M. KLEIN, P.A.,
Managing Member

Amendment to the Articles of Organization of Klein, Glasser, Park, Lowe & Pelstring, P.L.
State of Florida
Department of State

I certify from the records of this office that KLEIN, GLASSER, PARK & LOWE, P.L. is a limited liability company organized under the laws of the State of Florida, filed on May 28, 2010, effective June 1, 2010.

The document number of this limited liability company is L10000057766.

I further certify that said limited liability company has paid all fees due this office through December 31, 2017, that its most recent annual report was filed on April 5, 2017, and that its status is active.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-seventh day of April,
2017

[Signature]
Secretary of State

Tracking Number: CU8031692559

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication
Robert Michael Klein

Member in Good Standing

Bar Number: 230022

Mail Address:
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592

Email: kleinr@kglp.com

Personal Bar URL: www.floridabarnet/mybarprofile/230022

vCard: [URL]

County: Miami-Dade
Circuit: 11
Admitted: 05/31/1977

10-Year Discipline
None

History:

Law School: Ohio Northern University - Claude W. Pettit College of Law

Sections: Trial Lawyers

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Gregory Scott Glasser

Member in Good Standing
Bar Number: 14702

Mail Address: Klein Glasser Park Lowe & Pelstring PL
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592
Email: glasserg@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/14702

Eligible to Practice Law In Florida

County: Miami-Dade
circuit: 11
Admitted: 09/28/1994

10-Year Discipline
History: None

Law School: University of Florida, Fredric G. Levin College of Law, 1994

Sections:

Firm: Klein Glasser Park Lowe & Pelstring PL
Firm Size: 11 to 20
Firm Position: Partner/Shareholder
Firm Website: www.kgplp.com

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Kayla Augusta Riera-Gomez

Member in Good Standing
Bar Number: 70420
Mail Address: Klein Glasser Park Lowe
Klein Glasser Park & Lowe P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592
Email: riera-gomez@kgplp.com
Personal Bar URL: www.floridabar.org/mybarprofile/70420
vCard:

County: Miami-Dade
Circuit: 11
Admitted: 09/22/2009
10-Year Discipline: None
History:
Law School: Nova Southeastern University - Shepard Broad Law Center, 2009
Sections: Administrative Law
Trial Lawyers
Firm: Klein Glasser Park Lowe
Firm Size: 21 to 50
Firm Position: Associate
Firm Website: www.kgplp.com

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# Patricia Diane Amaducci

Member in Good Standing

<table>
<thead>
<tr>
<th>Bar Number:</th>
<th>110639</th>
</tr>
</thead>
</table>

**Mailing Address:**
Klein Glasser Park & Lowe, PL
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592

**Email:**
amaducci@kgplp.com

**Personal Bar URL:**
www.floridabar.org/mybarprofile/110639

**vCard:**
[View vCard](#)

**County:**
Miami-Dade

**Circuit:**
11

**Admitted:**
05/07/1997

**10-Year Discipline:**
None

**History:**

<table>
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<tr>
<th>Sections:</th>
<th>Solo &amp; Small Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trial Lawyers</td>
</tr>
</tbody>
</table>

**Firm:**
Klein Glasser Park & Lowe, PL

**Firm Size:**
11 to 20

**Firm Position:**
Partner/Shareholder

**Firm Website:**
www.kgplp.com

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Marlene Collazo

Member in Good Standing

Bar Number: 75330

Mail Address: Klein Glasser Park & Lowe P.L.
Two Datran Center - Suite 2000
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592

Physical Address: Klein Glasser Park & Lowe P.L.
Two Datran Center
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592

Email: CollazoM@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/75330

vCard: 

County: Miami-Dade
Circuit: 11
Admitted: 02/10/2010
10-Year Discipline History: None
Law School: Temple University - James E. Beasley School of Law, 2007
Languages: Spanish

Firm: Klein Glasser Park & Lowe P.L.
Firm Size: 21 to 50
Firm Position: Associate
Firm Website: http://www.kgplp.com

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Alejandro Alberto Diaz

Member in Good Standing
Bar Number: 17243
Mail Address: Klein Glasser Park & Lowe, P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7609
United States
Office: 786-219-2211
Email: diaza@kgplp.com
Personal Bar URL: www.floridabar.org/mybarprofile/17243
vCard: ?
County: Miami-Dade
Circuit: 11
Admitted: 10/11/2005
Young Lawyers Member
Division:
10-Year Discipline None
History:
Law School: University of Miami School of Law, 2005
Sections: Young Lawyers
Federal Courts: U.S. Court of Appeals for the Eleventh Circuit
U.S. District Court, Southern District of Florida
Firm Size: 11 to 20
Firm Position: Partner/Shareholder

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Andrew Markin Feldman

Member in Good Standing
Bar Number: 98948

Mail Address: Klein Glasser Park & Lowe P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33158-7809
United States
Office: 305-670-3700

Email: feldman@kgplp.com
Personal Bar URL: www.floridabar.org/mybarprofile/98948
vCard: 

County: Miami-Dade
Circuit: 11
Admitted: 09/27/2012
Young Lawyers Member

Division: None

History:

Sections: Young Lawyers

Federal Courts: U.S. Court of Appeals for the Eleventh Circuit
U.S. District Court, Southern District of Florida

Firm: Klein Glasser Park & Lowe P.L.
Firm Size: 11 to 20
Firm Position: Associate
Firm Website: www.kgplp.com

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Lyndsay Iscowitz

Member in Good Standing

Bar Number: 123568

Email: iscowitz@kgpip.com

Mail Address: Klein, Glasser, Park and Lowe, P.L.
303 Banyan Blvd Ste 300
West Palm Beach, FL 33401-4641
United States
Office: 561-655-1500 x3305
Fax: 561-659-2093

Personal Bar URL: www.floridabar.org/mybarprofile/123568

Eligible to Practice Law in Florida

vCard: ?

County: Palm Beach
Circuit: 15
Admitted: 09/20/2016
Young Lawyers Member
Division: None

10-Year Discipline History:

Law School: University of Miami School of Law, 2016
Sections: Young Lawyers
          Alternative Dispute Resolution
          Solo & Small Firm
          Trial Lawyers

Firm: Klein, Glasser, Park and Lowe, P.L.

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Mario Alexander Gomez

Member in Good Standing
Bar Number: 510971

Mail Address: Klein Glasser Park & Lowe P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7899
United States
Office: 305-670-3700
Fax: 305-670-8592

Email: gomezmg@kgplp.com
Personal Bar URL: www.floridabar.org/mybarprofile/510971
vCard: 

County: Miami-Dade
Circuit: 11
Admitted: 09/26/2001
10-Year Discipline: None
History:
Law School: Nova Southeastern University - Shepard Broad Law Center
Firm: Klein Glasser Park & Lowe P.L.

Eligible to Practice Law in Florida

The Florida Bar maintains limited basic information about lawyers licensed to practice in the state (e.g., name, address, year of birth, gender, law schools attended, admission year). However, The Florida Bar allows individual attorneys the opportunity to add personal and professional information to the directory. The lawyer is solely responsible for reviewing and updating any additional information in the directory. The lawyer's added information is not reviewed by The Bar for accuracy and The Bar makes no warranty of any kind, express or implied. The Florida Bar, its Board of Governors, employees, and agents are not responsible for the accuracy of that additional information. Publication of lawyers' contact information in this listing does not mean the lawyers have agreed to receive unsolicited communications in any form. Unauthorized use of this data may result in civil or criminal penalties. The Find a Lawyer directory is not a lawyer referral service.
Thomas Edward Jablonski

Member in Good Standing

Bar Number: 121866

Mailing Address:
Klein Glasser Park & Lowe P.L
303 Banyan Blvd Ste 300
West Palm Beach, FL 33401-4641
United States
Office: 561-655-1500

Email: JablonskiT@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/Jablonski

County: Palm Beach
Circuit: 15
Admitted: 04/12/2016

Young Lawyers Division: Member

10-Year Discipline History: None

Law School: University of Miami School of Law, 2015

Sections:
- Young Lawyers
- Appellate Practice
- Labor and Employment Law
- Trial Lawyers

Practice Areas:
- Appellate Practice
- Civil Litigation
- Civil Trial
- Construction
- Contracts
- Legal Malpractice
- Personal Injury

Firm: Klein Glasser Park & Lowe P.L

Firm Size: 21 to 50
Firm Position: Associate

Firm Website: http://www.kgplp.com
Brett Andrew Kaplan

Member in Good Standing

Bar Number: 26301

Mail Address: Klein Glasser Park & Lowe, P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33158-7809
United States
Office: 305-670-3700 x3028
Fax: 305-670-8592

Email: kaplernb@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/26301

County: Miami-Dade

Circuit: 11

Admitted: 09/21/2006

10-Year Discipline None

History:

Law School: Florida International University, College of Law, 2006

Sections: Trial Lawyers

Firm: Klein Glasser Park & Lowe, P.L.

Firm Size: 11 to 20

Firm Position: Partner/Shareholder

Firm Website: www.kgplp.com

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Richard Mathew Jones

Member in Good Standing

Bar Number: 59097

Mail Address: Klein Glasser Park & Lowe, P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592

Email: jones@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/59097

vCard: 

County: Miami-Dade

Circuit: 11

Admitted: 10/08/2008

Young Lawyers Member

Division: 0

10-Year Discipline History: None

Law School: University of Miami School of Law, 2008

Sections: Young Lawyers

Appellate Practice

Trial Lawyers

Practice Areas: Appellate Practice

Commercial Litigation

Legal Malpractice

Litigation/Trial Advocacy/Advocacy

Professional Liability

Federal Courts: Florida Southern District Bankruptcy Court

U.S. Court of Appeals for the Eleventh Circuit

U.S. District Court, Middle District of Florida

U.S. District Court, Southern District of Florida

State Courts: Florida

Firm: Klein Glasser Park & Lowe, P.L.

Firm Size: 11 to 20

Firm Position: Partner/Shareholder

Firm Website: www.kgplp.com

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Jonathan Robert Lanni

Member in Good Standing

Bar Number: 112055

Mail Address:
Klein Glasser Park Lowe & Pelstring
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-920-3010
Cell: 305-450-2638

Email: Lannij@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/112055

vCard:

County: Miami-Dade
Circuit: 11
Admitted: 09/25/2014
Young Lawyers Member
Division:

10-Year Discipline History: None

Sections: Young Lawyers
Practice Areas: Appellate Practice
Commercial Litigation
Construction
Insurance
Legal Malpractice
Personal Injury
Product Liability

State Courts: Florida

Firm: Klein Glasser Park Lowe & Pelstring

Firm Size: 11 to 20
Firm Position: Associate
Firm Website: kgplp.com

Eligible to Practice Law in Florida

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Helen Leen Miranda

Member in Good Standing

Bar Number: 65439

Mail Address: Klein Glasser Park Lowe & Pelstring, P.L
Klein Glasser Park Lowe & Pelstring
303 Banyan Blvd Ste 300
West Palm Beach, FL 33401-4541
United States
Office: 954-330-0391
Fax: 954-462-4833

Email: mirandah@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/65439

Eligible to Practice Law in Florida

County: Palm Beach
Circuit: 15
Admitted: 10/09/1995

10-Year Discipline: None

History:

Law School: Nova Southeastern University - Shepard Broad Law Center, 1995

Committees: Professional Ethics Committee

Office: --

Term: 06/30/2018

Sections: Appellate Practice

Firm: Klein Glasser Park Lowe & Pelstring, P.L

Firm Size: 21 to 50

Firm Position: Partner/Shareholder

Firm Website: www.kgplp.com

The Find a Lawyer directory is provided as a public service. The Florida Bar maintains limited basic information about lawyers licensed to practice in the state (e.g., name, address, year of birth, gender, law schools attended, admission year). However, the Florida Bar allows individual attorneys the opportunity to add personal and professional information to the directory. The lawyer is solely responsible for reviewing and updating any additional information in the directory. The lawyer's added information is not reviewed by the Bar for accuracy and the Bar makes no warranty of any kind, express or implied. The Florida Bar, its Board of Governors, employees, and agents are not responsible for the accuracy of that additional information. Publication of lawyers' contact information in this listing does not mean the lawyers have agreed to receive unsolicited communications in any form. Unauthorized use of this data may result in civil or criminal penalties. The Find a Lawyer directory is not a lawyer referral service.
Houston Saffold Park, Ill

Member in Good Standing

Bar Number: 958492

Mail Address: Klein Glasser Park & Lowe, PL
303 Banyan Blvd Ste 300
West Palm Beach, FL 33401-4641
United States
Office: 561-655-1500 x3304
Fax: 561-659-2093

Email: ParkH@KGPLP.com
Personal Bar URL: www.floridasbar.org/mybarprofile/958492
vCard: 📩?

County: Palm Beach
Circuit: 15
Admitted: 10/02/1992
10-Year Discipline: None
History:

Law School: University of Miami School of Law, 1992
Sections: Trial Lawyers
Federal Courts: U.S. District Court, Middle District of Florida
U.S. District Court, Northern District of Florida
U.S. District Court, Southern District of Florida

Firm: Klein Glasser Park & Lowe, PL
Firm Position: Partner/Shareholder

Eligible to Practice Law in Florida

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Nicole M. Reid

Member in Good Standing
Bar Number: 96109
Mail Address: Klein Glasser Park & Lowe, P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700
Fax: 305-670-8592
Email: ReidN@kgplp.com
Personal Bar URL: www.floridabar.org/mybarprofile/96109
vCard:

County: Miami-Dade
Circuit: 11
Admitted: 05/01/2012
Young Lawyers Member
Division:
10-Year Discipline None
History:
Sections: Young Lawyers

Eligible to Practice Law in Florida

The Find a Lawyer directory is provided as a public service. The Florida Bar maintains limited basic information about lawyers licensed to practice in the state (e.g., name, address, year of birth, gender, law schools attended, admission year). However, The Florida Bar allows individual attorneys the opportunity to add personal and professional information to the directory. The lawyer is solely responsible for reviewing and updating any additional information in the directory. The lawyer's added information is not reviewed by The Bar for accuracy and The Bar makes no warranty of any kind, express or implied. The Florida Bar, its Board of Governors, employees, and agents are not responsible for the accuracy of that additional information. Publication of lawyers' contact information in this listing does not mean the lawyers have agreed to receive unsolicited communications in any form. Unauthorized use of this data may result in civil or criminal penalties. The Find a Lawyer directory is not a lawyer referral service.
Lelia Maria Menendez Schleier

Member in Good Standing

Bar Number: 107019

Mail Address:
Klein Glasser Park & Lowe P.L.
Two Datran Center-Suite 2000
9150 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-772-7501
Fax: 305-670-8502
Cell: 306-772-7501

Email: Schleierl@kgplp.com

Personal Bar URL: www.floridabar.org/mybarprofile/107019

vCard: [Link]

County: Miami-Dade
Circuit: 11
Admitted: 10/07/2013
Young Lawyers Division: Member

10-Year Discipline History: None

Law School: University of Iowa College of Law

Sections: Young Lawyers

Firm: Klein Glasser Park & Lowe P.L.

The Find a Lawyer directory is provided as a public service. The Florida Bar maintains limited basic information about lawyers licensed to practice in the state (e.g., name, address, year of birth, gender, law schools attended, admission year). However, The Florida Bar allows individual attorneys the opportunity to add personal and professional information to the directory. The lawyer is solely responsible for reviewing and updating any additional information in the directory. The lawyer’s added information is not reviewed by The Bar for accuracy and The Bar makes no warranty of any kind, express or implied. The Florida Bar, its Board of Governors, employees, and agents are not responsible for the accuracy of that additional information. Publication of attorneys’ contact information in this listing does not mean the lawyers have agreed to receive unsolicited communications in any form. Unauthorized use of this data may result in civil or criminal penalties. The Find a Lawyer directory is not a lawyer referral service.
Mark Sullivan

Member in Good Standing

Bar Number: 49044

Mail Address:
Klein Glasser Park & Lowe, P.L.
9130 S Dadeland Blvd Ste 2000
Miami, FL 33156-7809
United States
Office: 305-670-3700 x3027
Fax: 305-670-8592

Email:
sullivannm@kgplp.com

Personal Bar URL:
www.floridabar.org/mybarprofile/49044

vCard:

County: Miami-Dade
Circuit: 11
Admitted: 02/05/2008

10-Year Discipline None

History:

Law School: The University of Texas School of Law, 2006

Sections: Trial Lawyers

Federal Courts: U.S. Court of Appeals for the Eleventh Circuit
U.S. District Court, Southern District of Florida

Firm: Klein Glasser Park & Lowe, P.L.

Firm Size: 11 to 20
Firm Position: Partner/Shareholder
Firm Website: www.kgplp.com

The Find a Lawyer directory is provided as a public service. The Florida Bar maintains limited basic information about lawyers licensed to practice in the state (e.g., name, address, year of birth, gender, law school attended, admission year). However, The Florida Bar allows individual attorneys the opportunity to add personal and professional information to the directory. The lawyer is solely responsible for reviewing and updating any additional information in the directory. The lawyer's added information is not reviewed by The Bar for accuracy and The Bar makes no warranty of any kind, express or implied. The Florida Bar, its Board of Governors, employees, and agents are not responsible for the accuracy of that additional information. Publication of lawyers' contact information in this listing does not mean the lawyers have agreed to receive unsolicited communications in any form. Unauthorized use of this data may result in civil or criminal penalties. The Find a Lawyer directory is not a lawyer referral service.
Early Learning Coalition of Miami-Dade/Monroe, Inc.

Legal Services Request for Qualifications

RFQ#ELCMDM2017-08

Qualified Respondent’s Name:
LSRCF Law, PLLC
Lehtinen Schultz Riedi Catalano de la Fuente
Sabadell Financial Center
1111 Brickell Avenue
Suite 2200
Miami, Florida 33131
Telephone: 305.760.8544
Facsimile: 305.356.5720
Email: BdelAfuente@LSRCF.com

In collaborative partnership with:

Ford Harrison
100 S.E. 2nd St.
Suite 2150
Miami, Florida 33131
Telephone: 305.808.2108
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APPENDIX "B"
APPLICATION
Early Learning Coalition Miami-Dade/Monroe Application Form
RFC # ELCMDM2017-08
Legal Services

Agency Name: LSRCF Law, PLLC

Agency Unit
(if applicable):

Street Address: 1111 Brickell Ave., Ste. 2200
City: Miami
State: FL
Zip Code: 33131

Mailing Address
(if different):
City:
State:
Zip Code:

Agency Telephone: 305.760.8544
Fax Number: 305.356.5720

Agency Email Address: BdelaFuente@LSRCF.com
Website Address: www.LSRCF.com

Type of Applicant:
Private, Not-for-Profit Corporation
x Private, For-Profit Corporation
Public/Government
Other (specify):

Federal I.D. #: 46-4499366
Date Agency Established (mo./yr.): 01/2014

Current Annual Agency Budget: $
Fiscal Year End (month): December

Program/Service Name:
Total Amount Requested (sum of budget requests for all Areas shown in this Application):
$125,000

Name/Position of Person Completing Application: Rob de la Fuente, Esq.

Email Address: Bdelafuente@LSRCF.com Phone: 305.760.8540
Managing Shareholder Executive
Director/CEO: John Catalano Phone: 305.760.8544
Email: JCatalano@LSRCF.com Fax: 305.356.5720

Chief Financial Officer
(If Applicable): n/a Phone:
Email: Fax:

Board President (If Applicable): n/a

Title: Company:
Mailing Address:
City: State: Zip Code: 
Fax Number:
Telephone: 
Email Address: 
Contact Person Responsible for Program/Service: Bob de la Fuente

Title: Shareholder

Address: 1111 Brickell Ave., Ste. 2200

City: Miami
State: FL
Zip Code: 33137

Telephone: 305.760.8540
Fax: 305.356.5720

Public Relations Contact: Same as above

Email: BdelaFuente@LSRCF.com
Fax Number: 

Applicant is: (mark one) 

an Existing ELCMDM-funded Provider

x a New Provider (not previously funded by ELCMDM)
SECTION 1
LAW FIRM INFORMATION

Law Firm Names & Addresses:

LSRCF Law, PLLC
(Lehtinen Schultz Riedi Catalano de la Fuente)
Sabadell Financial Center
1111 Brickell Avenue
Suite 2200
Miami, Florida 33131

In collaborative partnership with (employment law only):

Ford Harrison
100 SE 2nd St.
Suite 2150
Miami, Florida 33131

Years of Incorporation

<table>
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<th>Year</th>
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<td>LSRCF Law, PLLC</td>
<td>2014</td>
</tr>
<tr>
<td>Ford Harrison</td>
<td>1978</td>
</tr>
</tbody>
</table>
EXPERIENCE & QUALIFICATIONS

Introduction & Relevant Work History in South Florida
With Non-Profit Organizations

LSRCF Law, PLLC

LSRCF Law, PLLC was founded in 2014, by five partners from highly respected firm Tew Cardenas LLP ("Tew Cardenas"). LSRCF Law, PLLC is a service-oriented law firm with a particular focus on providing legal services to not-for-profit agencies and municipalities. Located on Brickell Avenue in Miami, Florida, the Firm has five partners, two of counsel attorneys, and three administrative staff.

Of particular importance to the Early Learning Coalition of Miami-Dade/Monroe, Inc. ("ELC MDM"), two of the Firm’s partners provided legal services to ELC MDM while they were at Tew Cardenas. John M. Catalano performed lease work for numerous locations on behalf of ELC MDM. Domingo ("Bob") de la Fuente worked extensively with ELC MDM in a variety of capacities, occasionally serving as Board Counsel to the Board of Directors, and was the designated and primary attorney to provide Board Counsel services to the Program Policy & Strategy Committee, the Providers’ Service Committee, and Governance and Bylaws Committee. Mr. de la Fuente also worked extensively with ELC MDM staff reviewing contracts, revising bylaws, providing statutory guidance, and assisting with provider compliance issues. He also regularly communicated with the Office of Early Learning on behalf of ELC MDM. Moreover, from August 2011 to April 2012, Mr. de la Fuente provided temporary general counsel services to the Early Learning Coalition of Broward County, Inc. ("ELC Broward"). Most recently, in 2015, Mr. de la Fuente served as special procurement counsel for ELC Broward in the challenging selection of providers for: (i) child care resource & referral and family education cell center administration services; and (ii) eligibility determination, enrollment
and slot utilization management program services. Primarily through Mr. de la Fuente, the Firm represents not-for-profit entities, including the Miami Rescue Mission. In 2016, Mr. de la Fuente served as special counsel to the Miami Beach Planning Director, successfully defending the Planning Director's administrative interpretation regarding an Assisted Living Facility before the City's Planning Board.

Through Claudio Riedi, the Firm serves as Special Counsel to the Village of Wellington. Mr. Riedi and law partner Dexter Lehtinen’s relationship with the Village began in 2002. Since then, Messrs. Riedi and Lehtinen, together with other members of the Firm, have handled litigation matters for the Village, and have acted as counsel to the Village Council at public meetings, routinely advising the Village regarding administrative, land use and litigation issues.

In 2014, Dexter Lehtinen and the Firm were chosen as Village Attorney for the Village of Palmetto Bay. As Village Attorney, Mr. Lehtinen regularly advises the Mayor and Village Council, as well as the administration.

In May, 2017, Amanda Quirke Hand joined the Firm in an of-counsel capacity. Ms. Hand brings a tremendous wealth of private and public sector experience, having worked in private practice practicing land use, local government and litigation. She most recently worked at the City of Miami City Attorney’s Office, where, among other things, she served as board counsel to the Historic, Environmental and Preservation Board, as well as to the Planning, Zoning & Appeals Board.

LSRCF’s attorneys’ relevant experience extends back to the 1990s and includes representation of clients’ matters which are important to ELC MDM. Some of the Firm’s attorneys’ specific experience is listed below.
**Town of Medley and City of West Palm Beach**

From 2011 - 2013, Bob de la Fuente and John Catalano performed extensive work for the Town of Medley. Mr. de la Fuente represented the Town of Medley as special counsel for multiple land use, zoning, and public records matters. His experience includes procedural and substantive matters involving passage of ordinances on land use matters, public records requests, and land transfer agreements. Mr. Catalano performed real estate related services for the Town, including the drafting and finalization of easements and various municipal agreements.

Between 2011 and 2013, Mr. de la Fuente and Claudio Riedi provided special counsel services for the City of West Palm Beach in its opposition to the development of a roadway proposed by the Florida Department of Transportation through the Grassy Waters Preserve, an environmentally sensitive wetland that is home to several endangered species. This effort required extensive monitoring of and coordination with State and Federal agencies, expertise in Florida’s public records laws, and the ability to navigate Florida’s administrative hearing process.

**Experience with Municipal & Administrative Matters**

Members of the Firm have experience in the following areas relevant to ELC MDM:

- Drafting ordinances
- Parliamentary procedure
- Sunshine law
- Procurement
- Public records
- Voting conflicts
The Firm's practice areas also include extensive experience with (i) Real Estate; (ii) Land Use, Zoning & Local Government; (iii) Business & Commercial Litigation; (iv) Corporate & Financial Services; and (v) Receiverships and Enforcement Proceedings.

**Ford Harrison & Rudy Gomez**

Ford Harrison is a global law firm of human resources attorneys. **Rudy Gomez**, a partner at Ford Harrison, has practiced labor and employment law for over twenty-seven years. Through Rudy Gomez, Ford Harrison will act as LSRCF Law's collaborative partner for this Contract and will provide ELC MDM with legal services related to labor and employment law issues. From August 2011 until April 2012, Mr. Gomez worked with Bob de la Fuente, representing the ELC Broward in extremely sensitive labor and employment law issues.
RESPONSES TO EVALUATION CRITERIA FROM SECTION 3.6

1. *Demonstrate that respondent is a current member in good standing of the State Bar of Florida:*

   All attorneys listed in this submittal are members in good standing of the State Bar of Florida. Confirmation from the Florida Bar website is included with this submittal.

2. *Qualified applicants must be a mid-size to large-size law firm who possess at least 10 years of legal experience with at least 5 years of experience representing Non-Profit Agencies in a manner that demonstrates the respondents’ trustworthiness and adherence to high ethical standards:*

   Members of the firm have represented non-profit agencies in excess of five (5) years, including but not necessarily limited to Miami Rescue Mission (2011-Present), ELC MDM (2010-2014), ELC Broward (2011-2012, 2015).

3. *Minimum of Five References:*

   Six (6) written references are provided from the following parties with this submittal:

   Cindy Arenberg Seltzer  
   President/CEO  
   Children’s Services Council of Broward County  
   6600 West Commercial Blvd.  
   Lauderhill, FL 33319  
   Tel.: 954.377.1000  
   E-Mail: carenberg@csbroward.org

   Village of Wellington  
   Paul Schofield, Village Manager  
   12300 Forest Hill Blvd.  
   Wellington, FL 33414  
   Tel. 561.791.4000  
   Fax 561.791.4045  
   Email pauls@wellingtonfl.gov
Miami Rescue Mission
Rev. Ronald Brummitt, President
2159 NW 1st Court
Miami, FL 33127
Tel. 305.571.2273
Fax 305.571.2244
Email rbrummit@caringplace.org

Esther Jacobo, Esq.
1350 NW 12th Avenue
Miami, FL 33136
Tel. 305.547.0100
Email estherjacobo@msn.com

Ed Silva
Village Manager
Village of Palmetto Bay
9705 E. Hibiscus St.
Palmetto Bay, FL 33157
Tel.: 305.259.1234
Email: ypicaldo@palmettobay-fl.gov

Anat Kremen
Big Bus Miami
2444 NW 7th Place
Miami, FL 33127
Tel.: 800.336.8233
Email: AnatK@bigbustours.com

4. **Primary Point of Contact & Resumes:**

The primary point of contact will be Bob de la Fuente. Resumes for each individual who will be performing professional services are included with the exhibits to this submittal.

5. **Employment law experience that includes representing the Agency during administrative personnel actions, adverse actions, grievances, and employee appeals:**

   See response to No. 6 below.

6. **Experience in government law, regulatory and administrative law, contracts and procurement law, human resource matters, governance matters, regulatory compliance matters and related areas, including representation of a Board of Directors:**

10
**Bob de la Fuente**, a partner, is an AV rated attorney, as well as a LEED Accredited Professional, who focuses his practice on land use, zoning and government relations, including appeals and general municipal-related issues. He has represented a variety of clients on administrative and municipal matters. Mr. de la Fuente has extensive experience before municipal boards, commissions and councils, as well as before Special Masters and Code Enforcement boards. Recognized as a Super Lawyer, Top Lawyer, Legal Elite, State Legal Leader, and Heavy Hitter in Commercial Real Estate, Mr. de la Fuente’s representation of local, state and regional entities has included the ELC of Miami-Dade/Monroe, Inc., the Town of Medley, and the City of West Palm Beach. He previously acted as Interim Board Counsel for the ELC of Broward County. Mr. de la Fuente is a former Assistant State Attorney, with substantial investigative and trial experience. He graduated *cum laude* from Amherst College and received his law degree from the Boston University School of Law.

**Claudio Riedi** is a partner who focuses his practice on commercial litigation, administrative proceedings, and municipal law. Mr. Riedi received his JD from the University of Miami School of Law, graduating *magna cum laude*. He received his undergraduate degree with high honors from Florida International University, and is also a graduate of the University of Zurich. His areas of expertise includes environmental litigation, specifically including environmental protection, policies, management, the Endangered Species Act, the Clean Water Act, and the National Environmental Policy Act. Mr. Riedi, is special counsel to the Village of Wellington for ongoing litigation on behalf of the Village for land use matters. Further, Mr. Riedi was special counsel for the City of West Palm Beach relating to the development of roads through an environmentally sensitive area involving endangered species and wetlands.
John Catalano is a partner who specializes in commercial real estate transactions, leasing, loan workouts, complex leading, and financial transactions, and general corporate and business matters. Mr. Catalano has performed real estate related legal work for ELC MDM and the Town of Medley. He received his Bachelor of Arts from Loyola Marymount University and his J.D. from Tulane University School of Law, graduating cum laude and having served as the Senior Editor of the Tulane Law Review.

Dexter Lehtinen, a partner, serves as Village Attorney for the Village of Palmetto Bay, providing the Mayor, Village Council and staff with legal guidance and advice related to all aspects of municipal law. A former U.S. Attorney for the Southern District of Florida, former Organized Crime Strike Force prosecutor in Miami and former Assistant U.S. Attorney in Los Angeles. He is also a former State Senator in the Florida Senate and State Representative of the Florida House of Representatives, during which time he authored four major Florida Constitutional Amendments. He is married to Ileana Ros-Lehtinen, Member of Congress and Chair of the House Foreign Affairs Committee. He holds an M.B.A. and an M.A. from Columbia University and was first in his class (Nathan Abbott Scholar) at Stanford University Law School.

Amanda Quirke Hand is of-counsel to LSRCF and is Board Certified by the Florida Bar in City, County, and Local Government law, and has extensive focus on administrative law and procedure and other local government affairs. She was most recently an Assistant City Attorney at the City of Miami, where she served as counsel to the Planning Zoning and Appeals Board, the Historic and Environmental Preservation Board, and other advisory boards. Ms. Hand has extensive experience in private practice with local government boards and commissions and state administrative hearings and appeals, including proceedings before the Division of Administrative Hearings.
Rudy Gomez, a shareholder at Ford Harrison, has more than twenty-seven years of experience in Labor and Employment Law. Mr. Gomez is a graduate of Florida International University, graduating with a Bachelor’s of Business Administration. He received his law degree from Florida State University. When Bob de la Fuente served as Interim Board Counsel for the ELC Broward, Mr. Gomez provided legal counsel related to complicated employment law issues for the ELC Broward. Mr. Gomez has represented various Florida Community Colleges in administrative actions to terminate tenured and untenured (annual contract) faculty, with some cases involving appeals to the respective college’s Board of Trustees and Florida District Courts of Appeal. He has represented public sector clients, including municipalities such as the City of Ft. Myers, the City of Delray Beach, the Village of Virginia Gardens, in defense of employment related lawsuits, including employment discrimination claims and whistleblower actions, both at the EEOC and court levels. He is an AV rated attorney, and is recognized in The Best Lawyers in America and as a Top Lawyer in South Florida.

7. Experience with Florida Statutes 119, 286, 287, 402, 1002:

The attorneys who would provide services to ELC MDM have extensive experience with the subject statutes. Public Records (Ch. 119) and Public Business (Ch. 286) were frequently covered areas in representing ELC MDM and ELC Broward, and both continue to be recurring issues with the Village of Palmetto Bay. The Firm also has significant experience from the private side in using Ch. 119 to obtain information for clients. LSRCF provided special procurement counsel services to ELC Broward, advising the Procurement Committee and the Board on Ch. 287 matters. The Firm further counsels and represents private clients in procurement matters. LSRCF’s experience with Ch. 402 and Ch. 1002 stem from Mr. de la Fuente’s prior representation of ELC MDM and ELC Broward, where he served as Interim
Board Counsel. Provider compliance issues, licensing matters, grant agreement and funding compliance, required knowledge of those statutes. We also note that we have significant experience advising boards, including the Village of Palmetto Bay and ELC Broward, on Ch. 112, Fla. Stat., regarding voting and conflicts, as well as all pertinent statutes required in order to effectively provide legal counsel to boards of directors.

8. **Description of How Services Would Be Provided and Proposed Billing Methodology:**

Bob de la Fuente will serve as the primary contact for ELC MDM. All assigned attorneys shall keep track of time and expenses spent on ELC MDM matters and invoices shall be sent to ELC MDM monthly, with payment due thirty (30) days thereafter. Attorneys will bill for legal services in increments of one-tenth (0.1) of one hour. Expenses incurred in connection with rendering legal services shall be billed in addition to legal services. These expenses may include long distance telephone charges, photocopying expenses, courier service fees, postage, filing fees, title searches, transcripts, Westlaw online legal research expenses, court fees, facsimiles, and travel expenses, if any. ELC MDM will receive a single invoice for all legal services and expenses from LSRCF Law, PLLC which will include Ford Harris’ fees and expenses.

Through designated point person Bob de la Fuente, services will be provided through direct contact with ELC MDM Board members, Committee members, the CEO, or administration as designated by the CEO, or as otherwise directed by ELC MDM. LSRCF Law, PLLC plans on following the working model as previously established during prior work for ELC MDM and the ELC Broward County. Direct lines of communication with the client and the specific departments requiring legal assistance have resulted in being able to quickly identify specific needs and the ability to address those needs immediately and accurately.
LSRCF and Ford Harris will bill for services in hourly increments. We are pleased to offer the following substantially discounted hourly rates for legal services:

Bob de la Fuente $200
Claudio Riedi $200
John Catalano $200
Dexter Lehtinen $200
Amanda Quirke Hand $200
Rudy Gomez $225

Should a complicated and lengthy litigation matter arise, the Firm would reserve the right to negotiate an alternate fee arrangement with the Coalition.

If requested, we can tailor the methodology to accommodate ELC MDM's requirements.


LSRCF Law, PLLC and Ford Harrison are located in Miami-Dade County. All attorneys are based out of offices in Miami-Dade County.
STAFFING & ATTORNEY STATEMENT OF QUALIFICATIONS

In addition to the information below, please refer to the following information:

1. **Staffing**: We anticipate that the primary attorneys to service this Contract will be Bob de la Fuente, Amanda Quirke Hand, John Catalano, and Rudy Gomez. All attorneys listed in this submittal will be available to perform work for the Coalition.

2. **Statements of Qualifications**: We provide attorney qualifications throughout this response, but please refer specifically to the following sections:
   
a. Relevant Work history in South Florida With Non-Profit Organizations


c. Evaluation Criteria No. 7: Experience with relevant Florida Statutes.

d. Resumes
CLIENT SERVICES & CONTRACT ADMINISTRATION

We are pleased to offer the following scope of client services:

1. Provide timely legal advice, and serve as a trusted advisor to the Board of Directors, Executive Committees, and all Department Heads of the Early Learning Coalition while ensuring all requests for legal services are promptly addressed with the highest priority.

2. Attend all requested meetings in Miami-Dade and Monroe counties in the most formal business attire.

3. Attend all Early Learning Coalition Board meetings.

4. Attend all Board of Directors’ Audit Committee meetings.

5. Attend all Director’s Executive and Program Committee meetings.

6. Attend all Provider Committee meetings.

7. Actively participate in reviews and debriefing meetings at the request of the Early Learning Coalition.

8. Attend all Request for Proposal meetings.

9. Review and provide legal approval and guidance based on funding requirements, including but not limited to scope of work, budget and budget modifications for contracts, professional service agreements, purchases, settlement agreements, RFP’s, ITN’s, RFQ’s and leases.

10. Respond to questions of a legal nature.

11. Conduct research and analysis of specific legal questions, prepare memoranda and provide comments on documents submitted for review from a legal perspective.

12. Work, as needed, with appropriate department heads in the interpretation, implementation, and adherence to all laws, regulations and any other applicable policies to ensure compliance with all of the Early Learning Coalition grants funding requirements.
13. Participate on conference calls as required.


15. Review documents in preparation for participation in conference calls with outside agencies.

16. Assist with general legal advice, opinions and representation in different areas of law including provider’s claims, employment, leasing, corporate, contract, public law and civil litigation and any other contract matters, and administrative and regulatory matters.

17. Declare any potential conflict of interest with the Early Learning Coalition’s staff and/or vendors.

18. Perform related duties in special projects, as requested by the Early Learning Coalition’s Loss Prevention Unit concerning fraudulent activity by providers.

19. Perform related duties as needed.

**Contract Administration**

As previously stated, Bob de la Fuente will serve as the primary contact for ELC MDM. We anticipate that most of the work for ELC MDM will be performed by Messrs. de la Fuente, Ms. Hand, Mr. Riedi and Mr. Catalano. All assigned attorneys shall keep track of time and expenses spent on ELC MDM matters and invoices shall be sent to ELC MDM monthly, with payment due thirty (30) days thereafter. Attorneys will bill for legal services in increments of one-tenth (0.1) of one hour. Expenses incurred in connection with rendering legal services shall be billed in addition to legal services. These expenses may include long distance telephone charges, photocopying expenses, courier service fees, postage, filing fees, title searches, transcripts, Westlaw online legal research expenses, court fees, facsimiles, and travel expenses, if
any. ELC MDM will receive a single invoice for all legal services and expenses from LSRCF Law, PLLC which will include Ford Harris' fees and expenses.

Through designated point person Bob de la Fuente, services will be provided through direct contact with ELC MDM Board members, Committee members, the CEO, or administration as designated by the CEO, or as otherwise directed by ELC MDM. LSRCF Law, PLLC plans on following the working model as previously established during prior work for ELC MDM and the ELC Broward County. Direct lines of communication with the client and the specific departments requiring legal assistance have resulted in being able to quickly identify specific needs and the ability to address those needs immediately and accurately.
RELEVANT WORK HISTORY IN SOUTH FLORIDA
WITH NON-PROFIT ORGANIZATIONS

Most relevant in the Firm’s extensive, relevant work history includes individual shareholders’ prior representation of ELC MDM and ELC Broward in various capacities, including as interim board counsel and procurement counsel. Representation of ELC MDM, ELC Broward and others, including the Miami Rescue Mission, as well as representation of the Villages of Palmetto Bay and Wellington, are discussed in further detail in the following sections of this submittal:

- Experience & Qualifications: Relevant Work History in South Florida With Non-Profit Organizations

- Evaluation Criteria Nos. 5 & 6: Employment Law Experience, Government Law, Regulatory and Administrative Law, Contracts and Procurement Law, Human resource Matters, Governance Matters, Regulatory Compliance Matters, and Representation of Board of Directors

- Resumes
KNOWLEDGE OF RULES & REGULATIONS GOVERNING
NON-PROFIT FUNDING

Prior representation of ELC MDM and ELC Broward resulted in significant knowledge with the funding and use of funds for the coalitions. Accordingly, LSRCF Law, PLLC benefits from extensive dealings with the Office of Early Learning ("OEL"), including ensuring that Coalition actions were in compliance with the subject grant agreements and governing regulations, including §1002.89, Fla. Stat. and §1002.71, Fla. Stat.
PLAN TO RENDER SERVICES

As also set forth under Contract Administration, Bob de la Fuente will serve as the primary contact for ELC MDM. We anticipate that most of the work for ELC MDM will be performed by Messrs. de la Fuente, Ms. Hand, Mr. Riedi and Mr. Catalano. All assigned attorneys shall keep track of time and expenses spent on ELC MDM matters and invoices shall be sent to ELC MDM monthly, with payment due thirty (30) days thereafter. Attorneys will bill for legal services in increments of one-tenth (0.1) of one hour. Expenses incurred in connection with rendering legal services shall be billed in addition to legal services. These expenses may include long distance telephone charges, photocopying expenses, courier service fees, postage, filing fees, title searches, transcripts, Westlaw online legal research expenses, court fees, facsimiles, and travel expenses, if any. ELC MDM will receive a single invoice for all legal services and expenses from LSRCF Law, PLLC which will include Ford Harris’ fees and expenses.

Through designated point person Bob de la Fuente, services will be provided through direct contact with ELC MDM Board members, Committee members, the CEO, or administration as designated by the CEO, or as otherwise directed by ELC MDM. LSRCF Law, PLLC plans on following the working model as previously established during prior work for ELC MDM and the ELC Broward County. Direct lines of communication with the client and the specific departments requiring legal assistance have resulted in being able to quickly identify specific needs and the ability to address those needs immediately and accurately.
CONTRACTS WITH GOVERNMENTAL AGENCIES

LSRCF Law, PLLC has contracts with the following governmental agencies:

    City of Miami Beach: Special counsel for land use matters. $295/hour.
    Village of Palmetto Bay: Village Attorney. $200/hour.
    Village of Wellington: Special counsel for land-use litigation matters. $300/hour.

LSRCF Law, PLLC agrees to match the rate for the Village of Palmetto Bay.
SECTION 2
Tab A
May 3, 2017

Early Learning Coalition of Miami-Dade/Monroe, Inc.
c/o LSRCF Attorneys, PLLC
1111 Brickell Avenue
Suite 2200
Miami, FL 33131

Re: Reference letter for LSRCF Attorneys, PLLC

To the Early Learning Coalition of Miami-Dade/Monroe, Inc.:

I am the President/CEO of the Children's Services Council of Broward County, as well as the Second Vice Chair of the Early Learning Coalition of Broward County (ELC). I am happy to serve as a reference for LSRCF Attorneys, PLLC and its attorneys, and recommend them in their application to become board counsel to your organization.

I worked with Bob de la Fuente and his firm extensively in 2015, when Mr. de la Fuente served as procurement counsel for the ELC, and I served as chair of the procurement committee. We were faced with a challenging and contentious process in selecting providers for: (i) child care resource & referral and family education cell center administration services; and (ii) eligibility determination, enrollment and slot utilization management program services. Mr. de la Fuente and his partners capably guided us, providing effective counsel to our board and administration. He and his firm have demonstrated skill and sensitivity to the particulars of representing a not-for-profit organization.

Please feel free to contact me with any questions you may have.

Sincerely,

Cindy Arenberg Seltzer, M.P.A., J.D.
President/CEO

6600 West Commercial Boulevard • Lauderhill, Florida 33319 • Phone 954-377-1000 • Fax 954-377-1683
www.csebroward.org
May 2, 2017

Early Learning Coalition of Miami-Dade/Monroe, Inc.
c/o LSRCF Attorneys, PLLC
1111 Brickell Avenue
Suite 2200
Miami, FL 33131

Re: Reference letter for LSRCF Attorneys, PLLC ("LSRCF")

To the Early Learning Coalition of Miami-Dade/Monroe, Inc.: I am the Village Manager of the Village of Palmetto Bay. Dexter Lehtinen, as Village Attorney, along with his law firm have provided exemplary legal services to the Village since 2014. I recommend them for the position of board counsel to the Early Learning Coalition of Miami-Dade/Monroe.

Dexter and the lawyers at his firm have provided sound counsel to our staff, board and commission in all areas of municipal work. Serving as board counsel, and providing counsel regarding procurement, administrative law, litigation, land use, zoning and procedural matters, LSRCF has been an asset to the Village and I recommend them to you without reservation.

Sincerely,

[Signature]
Ed Silva
Village Manager
May 2, 2017

Early Learning Coalition of Miami-Dade/Monroe, Inc
c/o LSRCF Attorneys, PLLC
1111 Brickell Avenue
Suite 2200
Miami, FL 33131

RE: Reference Letter for LSRCF Attorneys, PLLC

To the Early Learning Coalition of Miami-Dade/Monroe, Inc:

The Village of Wellington is a municipality in Western Palm Beach County. Claudio Riedl, Dexter Lehtinen and Bob de la Fuente of Lehtinen, Schultz, Riedl, Catalano de la Fuente, PLLC in Miami have been special litigation counsel to the Village of Wellington and have advised this community capably and reliably for many years.

First as Director of Community Services and now as Manager of Wellington, I have had the opportunity to work with several of the Firm’s attorneys. Our relationship began in 2002. The firm’s attorneys have capably handled complex litigation matters, as well as attending and advising the Council and specialty in numerous public meetings. They are familiar with governmental and administrative regulatory matters and most importantly, they are able to effectively coordinate and interact with the Village’s elected officials and staff. They have expertise in land use and municipal litigation and in administrative and regulatory matters. They have conducted legal research and have always been available and approachable as trusted legal counsel to the Council and Staff.

We are very pleased with our working relationship with the firm and recommend them without reservation. Please feel free to contact me with any question you may have.

Sincerely,

[Signature]
Paul Schofield, AICP; ICMA/CM
Village Manager
May 1, 2017

Early Learning Coalition of Miami-Dade/Monroe, Inc.
c/o LSRCF Attorneys, PLLC
1111 Brickell Avenue
Suite 2200
Miami, FL 33131

Re: Reference letter for LSRCF Attorneys, PLLC

To the Early Learning Coalition of Miami-Dade/Monroe, Inc.: The Miami Rescue Mission has served the homeless and the needy of South Florida since 1922. We are a current client of LSRCF Attorneys, PLLC, and I highly recommend the firm to you.

As President of the Miami Rescue Mission, I had the opportunity to work with Bob de la Fuente and John Catalano, two of the partners of LSRCF Attorneys, PLLC, when they were partners at Tew Cardenas LLP. Over many years, they resolved real estate, litigation, and municipal-related issues for the Miami Rescue Mission, demonstrating expertise in dealing with not-for-profit organizations, working with our board of directors, resolving governmental and administrative matters, and other legal issues as they arose.

Over the years they have become more than just our attorneys, they are partners in our vision that No One is Homeless.

Thank you for your time. Please feel free to contact me with any questions you may have.

Sincerely,

Ronald Brummitt
Rev. Ronald Brummitt, President
Miami Rescue Mission | Broward Outreach Centers
May 1, 2017

The Early Learning Coalition of Miami-Dade/Monroe, Inc.
2555 Ponce de Leon Blvd.
Suite 500
Coral Gables, FL 33134

Re: Letter of Recommendation for Bob de la Fuente, Esq. and Lehtinen Schultz Riedi Catalano de la Fuente, PLLC

To the Early Learning Coalition of Miami-Dade/Monroe, Inc.:

From 2011-2013, while I was the Regional Director of the Southern District for the Department of Children & Families, I was a board member of the Early Learning Coalition of Miami-Dade/Monroe, Inc. I left the board when I became Interim Secretary for the Department of Children & Families, a position I filled until I became Chief Assistant and Chief of Staff for State Attorney Katherine Fernandez Rundle.

As a Board Member for the ELC, I was a client of Mr. de la Fuente and his prior law firm, Tew Cardenas. I had the opportunity to work with Mr. de la Fuente when he served as Board Counsel at several board meetings that I attended. Mr. de la Fuente was always prepared and professional, and he demonstrated experience, expertise and knowledge in all legal matters relevant to the ELC. He served as an effective attorney for me and for the Board, and I recommend both Mr. de la Fuente and his Firm to provide legal services to the ELC.

Sincerely,

[Signature]

Esther Jacobo
May 3, 2017

The Early Learning Coalition of
Miami-Dade/Monroe, Inc.
2555 Ponce de Leon Blvd.
Suite 500
Coral Gables, FL 33134

Re: Letter of Recommendation for Bob de la Fuente, Esq. and LSRCF Law, PLLC

To the Early Learning Coalition of Miami-Dade/Monroe, Inc.:

I am the General Manager of Big Bus Miami. As a multi-city operator of hop-on/hop-off tours, we operate throughout Miami-Dade County and its various municipalities. Accordingly, we regularly encounter regulatory issues, requiring legal representation. Bob de la Fuente and his law partners have provided valuable legal counsel to us since 2014. The Firm capably represents us in procurement, regulatory and litigation matters, and has been effective with County and municipal staff and elected officials. I recommend them for the position of board counsel for your organization without reservation. Please feel free to contact me with any questions you may have.

Sincerely,

[Signature]

Anat Kremen
General Manager
T: +1 800 336 8233 x302
C: +1 954 829 8294
SECTION 2

Tab B
BOB de la FUENTE
1111 Brickell Ave.
Suite 2200
Miami, FL 33131

LEHTINEN SCHULTZ RIEDI
CATALANO de la FUENTE PLLC, Miami, FL

Founding Shareholder

Land Use, Zoning and Government Relations. Appear before City and County Commissions, Councils and Administrative Boards. Extensive contact with Staff in Miami-Dade County, Miami Beach, the City of Miami, and Monroe County. Represented various developers and hotels. Extensive experience securing public hearing approvals. Acted as special counsel for the City of Miami Beach Planning Director. Zoning due diligence for multi-million dollar real estate transactions. Cultivated beneficial relationships with elected officials, administration and staff members in Miami Beach, Miami, Miami-Dade County. Represented homeowner association interests.

TEW CARDENAS LLP, Miami, FL

Partner


LEVIEV BOYMELGREEN, Miami, FL

Director of Florida Development

Reported directly to CEO regarding development of Florida projects. Received direct reports from project management, construction management, sales, marketing, public relations, advertising for mixed-use condominium projects in Miami and Miami Beach.

Senior Project Manager

Coordinated strategy and efforts with governmental and regulatory agencies, including the Planning, Zoning & Building Departments, City Managers' Offices, Mayors' Offices and City Commissions of the Cities of Miami and Miami Beach, as well as the Department of Environmental Resource Management, the Florida Department of Transportation and the Federal Aviation Administration. Supervised and accomplished timely and successful filing of State of Florida Condominium Documents and Housing and Urban Development documents. Reviewed and evaluated potential development opportunities for company. Direct contact with lending institutions.

Primary responsibility for planning and design of various condominium mixed use projects in the Cities of Miami and Miami Beach. Direct reports from Construction Management, Sales & Marketing, Contract Administration, Building Management. Supervised and delivered design, construction and completion of sales centers. Primary responsibility for coordination of legal issues including sales contract review and negotiation, land use, real estate, and litigation.
MIAMI-DADE COUNTY STATE ATTORNEY’S OFFICE, Miami, FL  1993 –1997

Assistant State Attorney

Felony A-Level Prosecutor, specially appointed to Felony Domestic Crimes Unit.
Special Assignment: Environmental Crimes Unit.
Over 40 jury trials, ranging from DUI to Manslaughter prosecutions.
Extensive motion practice experience.

EDUCATION

BOSTON UNIVERSITY SCHOOL OF LAW, Boston, MA  May 1992
Juris Doctor

AMHERST COLLEGE, Amherst, MA  May 1989
Bachelor of Arts, cum laude

UNIVERSITE DE PARIS, LA SORBONNE, Paris, France  Fall 1987 - Spring 1988
Under the auspices of Sweet Briar College Junior Year in France.

RECOGNITIONS

Martindale-Hubbell AV Rated 2003-Present
LEED AP
Super Lawyer 2013-Present
South Florida Legal Guide Top Lawyer 2011-Present
Florida Trend Legal Elite 2009, 2011-2013, 2016 - Present
State Legal Leader
Heavy Hitter in Commercial Real Estate 2011

MEMBERSHIPS

Member, Illinois Bar, 1992-Present
Member, Florida Bar, 1993-Present
Member, Southern District Court of Florida
Zoetic Stage, Board Member, 2011-Present; Vice-President, 2017
Miart Foundation, Chairman, 2006-Present
Committee Member, Downtown Development Authority Property Incentives Committee, 2012-2016
Chairman, Best Buddies Miami Advisory Board, 2008-2009
Board Member, Best Buddies Miami Jobs Advisory Board, 2003 – 2008
Board Member, Educate Tomorrow, 2006
Steering Committee, Educate Tomorrow, 2004
Miami-Dade County Asian American Advisory Board, Member 1997 - 2004. First Vice Chair 2000 - 2001
John Catalano
LSRCF Law PLLC
1111 Brickell Ave, Suite 1100
Miami, Florida 33131 | Tel: 305-760-8543

Commercial real estate and corporate attorney with sophisticated acquisition, finance, leasing and development expertise involving projects located throughout the United States and the Caribbean. Cross-industry experience serving clients in real estate, finance and municipal matters.

- Speaker, "Commercial Leasing, Anatomy of a Deal," Pincus International Continuing Legal Education (2016);
- Negotiated and closed acquisitions and sales of office buildings, shopping centers, educational centers, residential and commercial development sites, and hotels throughout the U.S., Canada and the Caribbean;
- Drafted, negotiated and closed over $1 billion in commercial real estate loans and structured finance transactions;
- Prepared and negotiated closed thousands of commercial, retail, office and industrial leases throughout the U.S.;
- Counseled retail groups in connection with site evaluations, leasing and construction matters.

Professional Experience

Lehtinen Schultz Riedi Catalano de la Fuente, PLLC - Miami, Florida
Represent commercial tenants, landlords and developers in connection with a multitude of matters pertaining to leasing, acquisitions, sales and development of real estate. (2014-present)

Greenstreet Real Estate Partners - Miami, Florida
In House Counsel and Director of Leasing and Portfolio Management – Served as real estate counsel and oversaw management of portfolio of over 1,200 commercial properties located throughout the U.S. with over $1 billion of property under management. Lead a team of asset managers, paralegals and other real estate professionals in property acquisitions, sales, leasing and eminent domain matters. (2013-2014)

Tew Cardenas LLP - Miami, Florida
Counsel to landlords, investors and developers in connection with sophisticated leasing matters, acquisitions, sales, development, commercial finance, loan restructuring and work-outs. Represented REIT in leasing over 2 million square feet of class A and class B office space in South Florida. Assisted developers in retail/shopping center, multifamily and industrial transactions. (2004-2006 Associate /2007-2013 Partner)

Duane Morris LLP - Miami, Florida
Practice focused on representation of developer clients with commercial projects; assisted in the development of strategies and counseled company executives in every major market in Florida on risk management issues. (2006)

Greenstein DeLorme & Luchs PC - Washington, D.C.
Practice centered on regulatory compliance, real estate, leasing and finance. Responsible for land use and zoning issues related to mixed-use projects in region. Represented major program lender in connection with commercial loans. (2001-2004)

Dickstein Shapiro LLP - Washington, D.C.
Practice centered on corporate transactional work, project finance and real estate development for large national and international clientele.

Education
J.D., cum laude /
Law Review Senior Editor
Tulane Law School,
New Orleans, LA 1997
B.A., cum laude
Loyola Marymount University,
Los Angeles, CA 1994

Bar Admissions
FL, DC, GA

Languages
Conversant in Italian and Spanish

32
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<tr>
<th>EXPERIENCE:</th>
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<tbody>
<tr>
<td>Since January 2014</td>
</tr>
<tr>
<td><strong>LEHTINET N SCHULTZ RIEDI CATALANO de la FUENTE, PLLC. Miami, FL</strong></td>
</tr>
<tr>
<td><strong>Member/Partner:</strong> Diverse international law practice, with emphasis on municipal and land use law (special counsel to the Village of Wellington, FL), Complex civil litigation and appellate law, Environmental law (special counsel to the City of West Palm Beach, FL), Real property law, and Administrative law; Corporate and commercial practice.</td>
</tr>
<tr>
<td><strong>October 2010</strong> to <strong>January 2014</strong></td>
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<tr>
<td><strong>TEW CARDENAS, LLP. Miami, FL</strong></td>
</tr>
<tr>
<td><strong>Partner:</strong> Diverse international law practice, with emphasis on land use law, governmental law (special counsel to the Village of Wellington, FL), environmental law (special counsel to the City of West Palm Beach, FL), Real property law, Administrative law, Corporate and commercial practice; Complex civil litigation and trial practice. Bankruptcy and White collar criminal cases.</td>
</tr>
<tr>
<td><strong>September 2002</strong> to <strong>September 2010</strong></td>
</tr>
<tr>
<td><strong>LEHTINET N RIEDI BROOKS MONCARZ, P.A., Miami, FL</strong></td>
</tr>
<tr>
<td><strong>Named Partner:</strong> Diverse international law practice, with emphasis on environmental law and litigation (environmental protection, policies, management, ESA, CWA, NEPA); U.S. Indian law; Corporate and commercial practice; Complex civil litigation and trial practice; Administrative proceedings; Appellate law; Family law; White collar criminal practice. Drafted appellate briefs for intermediate appellate courts, Florida Supreme Court and Federal Supreme Court; oral arguments before Fourth District Court of Appeal (State) and 11th Circuit Court of Appeals (Federal); Appearances before municipal councils.</td>
</tr>
<tr>
<td><strong>November 1997</strong> to <strong>August 2002</strong></td>
</tr>
<tr>
<td><strong>BAUR, KLEIN, MATOS &amp; RIEDI, P.A., Miami, FL</strong></td>
</tr>
<tr>
<td><strong>Named Partner:</strong> Diverse international law practice, with emphasis on German, French and Spanish-speaking clients. Corporate and commercial practice; Complex civil litigation; Bankruptcy; Mergers &amp; Acquisitions; Family law.</td>
</tr>
<tr>
<td><strong>February 1996</strong> to <strong>November 1997</strong></td>
</tr>
<tr>
<td><strong>CLAUDIO RIEDI, P.A., Miami, FL</strong></td>
</tr>
<tr>
<td><strong>Private corporate practice.</strong> Counseled corporate clients on a broad range of corporate transactional and governance matters, general commercial matters and regulatory compliance matters, including mergers and acquisitions. Advised clients on all aspects of litigation and family law. Vice-President and General Counsel to TG Tropical, Inc., Miami, FL. Advised Import/Export company on numerous contractual and corporate governance matters.</td>
</tr>
<tr>
<td><strong>May 1992</strong> to <strong>February 1996</strong></td>
</tr>
<tr>
<td><strong>BAKER &amp; MCKENZIE, Miami, FL</strong></td>
</tr>
<tr>
<td><strong>Associate (August 1993 - February 1996)</strong></td>
</tr>
<tr>
<td><strong>Law Clerk (Part time, May 1992 - August 1993)</strong></td>
</tr>
<tr>
<td>International business transactions, including, joint ventures; cross-border mergers and acquisitions; product and trademark registrations; export controls; distributorship agreements and terminations; and general corporate, including employment, consulting, supply, service and licensing agreements. Drafted credit agreements and associated documentation. Litigation practice.</td>
</tr>
<tr>
<td><strong>May – June 1991</strong></td>
</tr>
<tr>
<td><strong>THIRD DISTRICT COURT OF APPEAL, Miami, FL</strong></td>
</tr>
<tr>
<td><strong>Intern to Judge David M. Gersten</strong></td>
</tr>
<tr>
<td>Assisted Judge Gersten in all aspects of research and preparing opinions.</td>
</tr>
</tbody>
</table>
LANGUAGES: Fluency in German (native language - writing, reading, speaking) and conversational Spanish and French.

ADMISSIONS: Supreme Court of the United States, Florida Supreme Court; U.S. District Court for the Southern District of Florida; U.S. District Court for the Middle District of Florida; U.S. District Court for the Northern District of Florida, U.S. Tax Court; District of Columbia.

MEMBERSHIPS: German American Business Chamber, SE Chapter, Miami, FL
Director/Secretary,
Greater Miami Chamber of Commerce, Miami, FL
Board of Directors; Formerly Committee Chairman and Board of Governors.

EDUCATION: UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, FL
J.D., magna cum laude, 1993
Ranked 3 of 343
Executive Editor, University of Miami Law Review
Order of the Coif — Dean's Honor Scholarship — Dean's List every semester

FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL
B.S., Print Journalism, 1989
G.P.A.: 3.8/4.0
Graduated with high honors
Award for Outstanding Academic Achievement in Journalism
Dean's List every semester — National Dean's List 1987, 1988

UNIVERSITY OF ZÜRICH, Zürich, Switzerland
April 1984 - February 1986
Majors: German and English Literature and Linguistics
Minor: Publicistics

LITERARGYMNASIUM RÄMIBÜHL, Zürich, Switzerland
Matura Degree, 1983
Concentration on writing and languages (English, French, German and Latin)
Amanda Quirke Hand

EXPERIENCE
05/2017-Present  Lehtinen Shultz Riedi Catalano de la Fuente, PLLC  Miami, Florida
Of Counsel
  • Land use, zoning, local-government law, municipal law, commercial litigation, land use litigation
02/2014-08/2016  City of Miami  Miami, Florida
Assistant City Attorney- Planning, Zoning, Historic Preservation and Public Works
  • Counsel to Planning, Zoning & Appeals Board, Historic Preservation Board, and other advisory boards
  • Real property related litigation and appeals including Bert J. Harris and eminent domain actions
  • Environmental enforcement actions and Brownfields
  • Development agreements and other agreements for real property entitlements
  • Advised City on procedural issues such as notice requirements, quasi judicial due process, ex parte communications, Robert’s Rules, and any other procedural issues for local government action
  • Drafted legislation and orders for advisory boards and City Commission
02/2010- 01/2014  Levine, Kellogg, Lehman, Schneider & Grossman LLP  Miami, Florida
Land Use, Environmental & Litigation Associate
  • Local government public hearings and quasi-judicial proceedings
  • Land use and property rights litigation
  • Chapter 120 administrative appeals
  • Complex commercial litigation in Federal, State, and Bankruptcy courts
  • Title insurance and priority litigation
  • Environmental and land use due diligence for multi-million dollar real estate transactions
  • Representation of condominium associations in litigation and routine administration
05/2006 – 01/2010  Tew Cardenas LLP  Miami, Florida
Land Use & Environmental Associate
  • Comprehensive planning, zoning, and land use entitlements
  • CERCLA, property rights, and title litigation
  • Complex commercial litigation in Federal and State Courts
  • Sovereign submerged lands conveyances and title issues
  • Development, Interlocal, and Public Private Participation Agreements
  • Chapter 120 Administrative Appeals
  • Marina and dock permitting
  • Board Counsel Services to the Governing Board of the SFWMD
  • Transactional site remediation & counseling for petroleum storage and dry cleaning sites
  • Competitive bidding and public contracts

EDUCATION
  • Florida State University College of Law (Juris Doctor, magna cum laude, 2006)
    ○ Law Review, Order of the Coif
  • University of Dayton (Bachelor of Chemical Engineering, 2000)

RECOGNITION
Dexter Lehtinen is a founding shareholder of LSRCF. Mr. Lehtinen serves as Village Counsel for the Village of Palmetto Bay and focuses his practice on representing clients in local, state and federal civil and criminal investigations with an emphasis on commercial, financial and accounting fraud investigations and litigation, including criminal investigations arising out of corporate and bank failures, securities, RICO, money laundering and customs violations. Mr. Lehtinen also handles environmental and land-use matters, having won a leading Clean Water Act case in the U.S. Supreme Court. He has represented clients at every level of the judicial system, including in the U.S. Supreme Court and Florida Supreme Court, federal and state appellate courts, and federal and state trial courts.

Mr. Lehtinen is a former U.S. Attorney for the Southern District of Florida, former Organized Crime Strike Force prosecutor in Miami and former Assistant U.S. Attorney in Los Angeles. He is also a former State Senator in the Florida Senate and State Representative of the Florida House of Representatives, during which time he authored four major Florida Constitutional Amendments. He is married to Ileana Ros-Lehtinen, Member of Congress and Chair of the House Foreign Affairs Committee. He holds an M.B.A. and an M.A. from Columbia University and was first in his class (Nathan Abbott Scholar) at Stanford University Law School.

AREAS OF EXPERIENCE

- Commercial, Business and Financial Regulation and Litigation
- Complex civil litigation and trial practice
- Environmental Litigation
- U.S. Indian law
- Administrative and Regulatory Proceedings
- Appellate law

AWARDS AND RECOGNITIONS

- Nathan Abbott Scholar (for graduating first in his class), Stanford Law School
- Lehman Scholar (Columbia University Graduate School of Arts and Sciences)
- International Fellow (Columbia University Graduate Business School)
- Recipient of the Purple Heart (for being wounded in action during the Vietnam War) as a reconnaissance platoon leader (airborne, Ranger qualified)

SIGNIFICANT REPRESENTATIONS

- As the Chief U.S. Attorney supervised the prosecution of major Savings and Loan fraud cases as well as the prosecution of ex-Panamanian dictator Manuel Antonio Noriega
- Brought the landmark suit to clean up the Florida Everglades resulting in the passage of the Everglades Forever Act of 1994
- Lead trial counsel in virtually all Everglades-related litigation for more than 20 years
- Served as outside General Counsel for the Miccosukee Tribe of Indians of Florida from 1994 to 2010
- Represented Florida municipalities in land use and utilities related litigation
- Extensive appellate experience in state and federal appellate and supreme courts
BAR AND COURT ADMISSIONS

- Florida
- California
- United States District Court for the Southern & Middle District of Florida
- United States Court of Appeals, Eleventh Circuit
- Florida Supreme Court
- U.S. Tax Court
- U.S. Supreme Court

PROFESSIONAL AND COMMUNITY INVOLVEMENT

Mr. Lehtinen has served on the boards of numerous civic and community organizations and has been a constitutional and economics scholar at several South Florida universities and colleges since 1980. He is a current member of (and previously served on) the Federal Judicial Nominating Commission (Southern District of Florida) and the Federal Judicial Bar & Community Liaison Committee; he served on the Governor’s Commission on the Everglades; Governor’s Commission on a Sustainable South Florida; Civil Justice Advisory Group (Southern District of Florida); Florida Senate Commission on Government-in-the Sunshine; Statewide Commission on Drug Money Laundering; Florida Commission on Bail Bond Reform; Florida Instructional Materials Council; Personnel Advisory Board, Dade County; Executive Committee, Board of Directors, Community Health of South Dade, Inc. He currently teaches the spring 2012 American Indian Law class at the University of Miami School of Law, and has previously taught Administrative Law, Civil Procedure, U.S. Constitutional Law, and Federal Indian Law at local law schools (as well as undergraduate courses on Economics and American Government).

EDUCATION

Juris Doctor (J.D.), Stanford University, 1975 (Oehlman Writing Award; Order of the Coif; Teaching Assistant, Political Science Department).

Master of Business Administration (M.B.A.), Columbia University, 1974 (International Fellow; Dean’s List).

Master of Arts (M.A.) in Political Science, Columbia University, 1969 (Herbert Lehman Scholar; European Institute Honors Fellow).

Bachelor of Arts (B.A.) with major in Government, minor in Economics, University of Miami, 1968 (Magna Cum Laude and General Honors Program; Phi Kappa Phi National Scholastic Honor Society; President, Pi Sigma Alpha Political Science Honor Society; Delta Theta Mu Arts and Sciences Honor Society; Commanding Officer, Corps of Cadets, ROTC, Distinguished Military Graduate; Chairman, Public Affairs Council; ODK; Iron Arrow).
Rudy Gomez
100 S.E. 2nd Street, Suite 2150
Miami, Florida 33131
Tele: 305-808-2108
rgomez@fordharrison.com

SUMMARY OF EXPERIENCE:

Experienced in all aspects of employment law including jury trials and appeals before State and Federal Courts, pre-trial discovery and mediations; enforcement of non-competition/confidentiality agreements; responding to EEOC Charges; conducting internal investigations and audits for employment law and wage & hour (FLSA) compliance; management training in sexual and other harassment and discrimination issues; defending against union campaigns and representing clients in collective bargaining negotiations; and drafting employment handbooks and policies.

Admitted to the U.S. District Courts for the Southern and Middle Districts of Florida and the U.S. Court of Appeals for the Eleventh Circuit.

Recognized by Martindale Hubbell with AV Preeminent Rating, listed in Best Lawyers in America, Lawyer of the Year and Top Lawyer in South Florida.

LEGAL EXPERIENCE:

Ford & Harrison LLP Miami FL, November 15, 2016 to present.

Partner: November 16, 2016 – present. Practice in all areas of labor and employment law, including conducting discovery, depositions, mediations and employment litigation; general client counseling, including handling employee discipline and terminations; drafting personnel policies and handbooks; management training; and internal audits of employment practices and wage/hour compliance.


Partner: Jan. 1996 – present. Practice in all areas of labor and employment law, including conducting discovery and depositions, jury/bench trials and related appeals; proceedings before the NLRB, defending against union campaigns and collective bargaining negotiations; general client counseling, including handling employee discipline and terminations; drafting personnel policies and handbooks; management training; and internal audits of employment practices and wage/hour compliance.


Summer Associate: Legal research and preparation of motions and memoranda with concentration in litigation, corporate and real estate law.
Finley, Kumble, Wagner, Heine, Underberg, Manley, Myerson & Casey, Tallahassee, FL, May – Aug. 1987

Law Clerk: Legal research and preparation of memoranda and motions.

OTHER PROFESSIONAL EXPERIENCE:


EDUCATION:

Legal: Florida State University College of Law, Tallahassee, FL
Juris Doctor, April, 1989

Honors: Law Review 1987-1989 (Articles and Notes Editor, 1987; Business Management Committee Chairman, 1988); Book Award – Commercial Paper, Spring 1989

Undergraduate: Florida International University, Miami, FL
Bachelor of Business Administration, April, 1986

Honors: Certificate of Recognition for Outstanding Academic Performance, Fall 1985

Miami Dade Community College, Miami, FL
Associate In Arts in Business, December, 1982

Honors: National Dean’s List, Certificate of Merit, 1982-83
Talent Roster, Certificate of Achievement, 1983

PROFESSIONAL AFFILIATIONS

Admitted to the Florida Bar, September, 1989; U.S. District Courts for the Southern and Middle Districts of Florida, September, 1990; U.S. Court of Appeals for the Eleventh Circuit, October, 1994

Member of the Coral Gables, South Miami, and Cuban American Bar Associations. Former Member of the Board of Directors and Committee Chair of the Rotary Club of Coral Gables; Children’s Miracle Network (Committee Co-Chair fundraising fishing tournament), South Florida After School All Stars (Committee member fundraising fishing tournament); Greater Miami Chamber of Commerce, and Hispanic Bar Association.
SECTION 2
Tab C
Domingo Gamboa De la Fuente, Jr
Member in Good Standing

Eligible to Practice Law in Florida
Bar Number: 973998

Mail Address:
LSRCF Law, PLLC
Lehtinen Schultz Riedl Catalano de la Fuente
1111 Brickell Ave Ste 2200
Miami, FL 33131-3126
United States
Office: 305-760-8544
Fax: 305-356-5720
Email: BdelaFuente@LSRCF.com
Personal Bar URL: www.floridabar.org/mybarprofile/973998

vCard:
County: Miami-Dade
Circuit: 11
Admitted: 04/23/1993
10-Year Discipline History: None
Law School: Boston University School of Law, 1992
Sections:
Administrative Law
Environmental & Land Use Law
Government Lawyer
Firm: LSRCF Law, PLLC
Firm Size: 2 to 5
Firm Position: Partner/Shareholder
Firm Website: www.lsrcf.com
John M Catalano
Member in Good Standing
Eligible to Practice Law in Florida
Bar Number: 19088

Mailing Address:
LSRCF Law, PLLC
1111 Brickell Ave Ste 2200
Miami, FL 33131-3126
United States
Office: 305-401-6904

Physical Address:
LSRCF LAW PLLC
1111 Brickell Ave Ste 2200
Miami, FL 33131-3126

Email: catalanoj@gmail.com

Personal Bar URL: www.floridabar.org/mybarprofile/19088

vCard:

County: Miami-Dade
Circuit: 11
Admitted: 02/02/2006
10-Year Discipline History: None

Law School: Tulane University Law School

Sections:
Business Law
Real Property, Probate Law

Firm Size: 6 to 10
Firm Position: Partner/Shareholder

Firm Website: www.LSRCF.com
Claudio Riedi

Member In Good Standing
Eligible to Practice Law in Florida
Bar Number:
984930

Mailing Address:
Lehtinen Schultz Riedi Catalano De la Fuenle
1111 Brickell Ave Ste 2200
Miami, FL 33131-3126
United States
Office: 305-760-8541
Fax: 305-356-5720
Email: criedi@lsrcf.com
Personal Bar URL: www.floridabar.org/mybarprofile/984930

vCard:

County: Miami-Dade
Circuit: 11
Admitted: 10/01/1983
10-Year Discipline History: None
Law School: University of Miami School of Law
Sections:
City, County & Local Govt Law
International Law
Firm: Lehtinen Schultz Riedi Catalano De la Fu
Firm Size: 2 to 5
Firm Position: Partner/Shareholder
Firm Website: www.lsrcf.com
Amanda Louise Quirke Hand
Member in Good Standing

Eligible to Practice Law in Florida
Bar Number:
28838

Mail Address:
Lehtinen Schultz Riedi Catalano de la Fu
1111 Brickell Avenue Suite 2200
Miami, FL 33131
United States
Office: 305-733-2800
Cell: 305-733-2800 - No Text Messages
Email: amanda2678@gmail.com
Personal Bar URL: www.floridabar.org/mybarprofile/26838

vCard:

County: Miami-Dade
Circuit: 11
Admitted: 09/21/2006
10-Year Discipline History: None
Law School:
The Florida State University College of Law, 2006
Board Certifications:
Area: City, County and Local Government Law
Year: 2016
Sections: City, County & Local Govt Law
Firm: Lehtinen Schultz Riedi Catalano de la Fu
Rodolfo Gomez

Member in Good Standing
Eligible to Practice Law in Florida
Bar Number:
820903

Mail Address:
FordHarrison LLP
100 SE 2nd St Ste 2150
Miami, FL 33131-2137
United States
Office: 305-808-2108
Fax: 305-808-2101
Email:
gomez@fordharrison.com

Personal Bar URL: www.floridabar.org/mybarprofile/820903

vCard:

County: Miami-Dade
Circuit: 11
Admitted: 09/29/1989

10-Year Discipline History: None
Law School: The Florida State University College of Law
Sections:
Labor and Employment Law
Dexter Wayne Lehtinen
Member in Good Standing
Eligible to Practice Law in Florida
Bar Number: 265551

Mail Address:
Lehtinen Schultz Riedi Catalano De la Fuente
1111 Brickell Ave Ste 2200
Miami, FL 33131-3126
United States
Office: 305-760-8544
Fax: 305-356-5720
Email: dlehtinen@lsr.cf.com
Personal Bar URL: www.floridabar.org/mybarprofile/265551
vCard:

County: Miami-Dade
Circuit: 11
Admitted: 12/08/1978
10-Year Discipline History: None
Law School: Stanford University Law School, 1975
Sections:
Administrative Law
City, County & Local Govt Law
Government Lawyer
Firm: Lehtinen Schultz Riedi Catalano De la Fuente
Firm Size: 2 to 5
Firm Position: Partner/Shareholder
Firm Website: lsr.cf.com
SECTION 2
Tab D
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

PRODUCER
GABLES INSURANCE AGENCY CORP
2875 NE 191ST STREET, SUITE 603
AVENTURA, FL 33180

INSURED
LRCP Law, PLLC
1111 Brickell Ave. Suite 2200
Miami, FL 33131

INSURER A: Travelers
INSURER B: Travelers
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, conditions and provisions of such policies. Limits shown may have been reduced by prior claims.

<table>
<thead>
<tr>
<th>タイプ</th>
<th>タイプ</th>
<th>保険金額</th>
<th>限度</th>
<th>保険金額</th>
</tr>
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<tbody>
<tr>
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<td>責任</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td></td>
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<tr>
<td>商用</td>
<td>責任</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td></td>
</tr>
<tr>
<td>自動車</td>
<td>保険金</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td></td>
</tr>
</tbody>
</table>

Certificate holder is named as Additional Insured.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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EXHIBIT 1
RFQ # ELCMDM2017-08
Legal Services

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If the undersigned shall be awarded this contract, the undersigned shall comply with all the terms and conditions specified in the RFQ.

Signature of Authorized Official                      Date

Bob de la Fuente
Name (Print)

LSRCF Attorneys PLLC
Name of Company

*An authorized official is an officer of the Company who has the legal authority to bind the Company to the provisions of this Request for Proposal. This usually is the President, Chairman or the Board, Executive Director, or owner of the entity. A document establishing delegated authority shall be included with the proposal if signed by someone other than the President, Chairman, Executive Director, or owner.
EXHIBIT 2
RFQ # ELCMDM2017-08
Legal Services

FOR COALITION USE ONLY

Evaluation Committee

Initial Screening of Fatal Flaws and Quantitative Evaluation Criteria

1. Was the response received by the date and time specified in the solicitation?
   □ Pass (Yes)       □ Fail (No)

2. Does the response provide the vendor’s federal tax identification number (Appendix “B”)?
   □ Pass (Yes)       □ Fail (No)

3. Does the response contain a signed and dated Acceptance of Contract Terms and Conditions (Exhibit 1)?
   □ Pass (Yes)       □ Fail (No)

4. Does the response contain a signed and dated Proposal Acknowledgement Form (Exhibit 4)?
   □ Pass (Yes)       □ Fail (No)

5. Does the response contain a signed and dated Non-Collusive Affidavit Form (Exhibit 5)?
   □ Pass (Yes)       □ Fail (No)

6. Does the response contain a signed and dated Statement of No Involvement (Exhibit 6)?
   □ Pass (Yes)       □ Fail (No)

7. Does the response contain a signed and dated Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction (Exhibit 7)?
   □ Pass (Yes)       □ Fail (No)

8. Does the response contain a signed Sworn Statement Pursuant to s. 287.133(3)(a), F.S., on public entity crimes (Exhibit 8)?
   □ Pass (Yes)       □ Fail (No)

9. Does the response contain a signed and dated Non-Discrimination Statement (Exhibit 9)?
   □ Pass (Yes)       □ Fail (No)

10. Does the response contain a signed and dated Certification Regarding Lobbying (Exhibit 10)?
    □ Pass (Yes)       □ Fail (No)
11. Does the response contain a signed and dated Certification Regarding Drug-Free Workplace (Exhibit 11)?
   □ Pass (Yes)    □ Fail (No)

12. Does the response contain a Financial and Compliance Audit Requirements Form (Exhibit 12)?
   □ Pass (Yes)    □ Fail (No)

13. Does the response provide the Articles of Incorporation?
   □ Pass (Yes)    □ Fail (No)
**EXHIBIT 3**  
**RFQ # ELCM2017-08**  
**Legal Services**  
**FOR COALITION USE ONLY**

Evaluation Committee  
**Quantitative Evaluation Criteria**

**Scoring Responses:** Each evaluator is to assign a raw score for each evaluation criteria based upon his/her assessment of the solicitation response. The assignment of any individual score should be based upon the factors described below. Scoring detail: (0) zero for completely non-responsive.

<table>
<thead>
<tr>
<th>Scoring Factors</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the Attorney of Firm located in Miami-Dade/Monroe Counties metropolitan area</td>
<td>90</td>
</tr>
<tr>
<td>2. Does the proposal include the Attorney/Firm’ background information regarding the general legal services provided</td>
<td>10</td>
</tr>
<tr>
<td>3. Does the Attorney/Firm have extensive experience in governmental and administrative/regulatory matters, including representation of a Board of Directors</td>
<td>20</td>
</tr>
<tr>
<td>4. Does the Attorney/Firm have internal capacity to provide specialized legal advice/representation in the different areas of the law as requested in the scope</td>
<td>20</td>
</tr>
<tr>
<td>5. Does the proposal include five professional references</td>
<td>10</td>
</tr>
<tr>
<td>6. Proposal clearly demonstrate prior experience and job performance</td>
<td>10</td>
</tr>
</tbody>
</table>

**Scoring Factors - Price**

<table>
<thead>
<tr>
<th>Scoring Factors</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the proposal include cost of service</td>
<td>10</td>
</tr>
</tbody>
</table>

**TOTAL EVALUATION POINTS**  
100
REQUEST FOR QUALIFICATIONS ACKNOWLEDGEMENT FORM

Bob de la Fuente
Respondent Name

1111 Brickell Ave. Suite 2200
Respondent Mailing Address

Miami Florida 33131
City State Zip Code

Shareholder
Point of Contact Title

305-760-8544 305-356-5720
Telephone Number Fax Number

Bdelafuente@lsrcf.com www.LSRCF.com
Email Address Website Address

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment or services and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE EARLY LEARNING COALITION MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.

Bob de la Fuente/Shareholder
Typed Name and Title

Signature Date

51
EXHIBIT 5
RFQ # ELCMDM2017-08
Legal Services

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of Miami-Dade

Bob de la Fuente being first duly sworn deposes and says that:

He/she is the (Owner, Partner, Officer, Representative or Agent) of the Proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm, or person to submit a collusive of sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached Proposal or any other Proposer or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Bob de la Fuente /Shareholder
Name and Title of Authorized Representative

Signature

STATE OF Florida
COUNTY OF Miami-Dade
SWORN TO and subscribed before me this 3rd day of May, 2017, by
produced his/her ___________________________ as identification.

Jacqueline Dib
Notary Public - State of Florida
My commission expires: 1-26-2019
STATEMENT OF NO INVOLVEMENT

I, ________________________________, as an authorized representative of ________________________________, certify that no member of this firm or any person having interest in this firm has been:

Awarded a contract by the Early Learning Coalition of Miami-Dade/Monroe, Inc., on a noncompetitive basis to perform a feasibility study concerning the scope of work contained in this solicitation, or participated in drafting this solicitation.

Typed Name of Authorized Official: ________________________________

Title of Authorized Official: ________________________________

Signature of Authorized Official: ________________________________

Date Signed: ________________________________
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the Federal department or agency;

(b) Have not within a three-year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicated for, or otherwise criminally or civilly changed by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Bob de la Fuente/Shareholder: 
Name and Title of Authorized Representative: 
Signature: 
LSRCF Attorneys PLLC 
Name of Company: 
Date: 5/12/2013
EXHIBIT B
RFQ # ELCMDM2017-08
Legal Services

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by ____________________________ for ____________________________, whose business address is and (if applicable) its Federal Employer Identification Number (FEIN) is ____________________________ (if the entity has no FEIN, the Social Security Number of the individual signing this sworn statement:______________________________

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(a), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bill or contract for goods and services to be provided to any public entity or any agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understanding the “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of recording relating to charges brought by indictment or information after July 1, 1989, as result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not fair market value under an arm’s length agreement, shall be a prima facie case
that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. And (Please Indicate which additional statement applies).

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Bob de la Fuente/Shareholder

Name and Title of Authorized Representative

[Signature]

STATE OF Florida
COUNTY OF Miami-Dade

SWORN TO and subscribed before me this 3rd day of May, 2016, by

[Signature] who is personally known to me or who produced his/her

[Signature]

Notary Public - State of Florida
My commission expires: 1-26-2019

Printed type of stamp

JACQUELINE DIB
MY COMMISSION # F173316
EXPIRES: January 26, 2019
NON-DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination (a) In General

(1) Federal financial assistance — For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or other financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) Prohibitions of discrimination regarding participation, benefits, and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such programs or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972[20 U.S.C. 1681 et seq]), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under this chapter to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

(4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under this chapter, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain noncitizens. Participation in programs and activities or receiving funds under this chapter shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.
The undersigned has read and agreed to the statements described above.

Bob de la Fuente/Shareholder

Name and Title of Authorized Representative

Signature

LSRCF Attorneys PLLC

Name of Company

5/3/2013

Date
EXHIBIT 10
RFQ # ELCMDDM2017-08
Legal Services

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal Contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal Contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Bob de la Fuente/Shareholder
Name and Title of Authorized Representative

[Signature]

LSRCF Attorneys PLLC
Name of Company

[Signature]

5/3/2019
Date
EXHIBIT 11
RFQ # ELCMDM2017-08
Legal Services

CERTIFICATION REGARDING DRUG-FREE WORKPLACE


I, Bob de la Fuente, the undersigned, in representation of LSRCF Attorneys PLLC, the Provider, attest and certify that the Provider will provide a drug-free workplace, by the following actions.

A. Publishing a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Provider’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing an ongoing drug-free awareness program to inform employees concerning:

1. The dangers of drug abuse in the workplace.
2. The policy of maintaining of drug-free workplace.
3. Any available drug counseling, rehabilitation and employee assistance programs.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph A.

D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the Agreement, the employee will:

1. Abide by the terms of the statement.
2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph D.2, from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.
F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d.2., with respect to any employee who is so convicted.

1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.

2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency.

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A, B, C, D, E and F.

CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Bob de la Fuente/Shareholder       LSRCF Attorneys PLLC
Name and Title of Authorized Representative       Name of Company

Signature

5/31/2017

Date
EXHIBIT 12
RFQ # ELCMDM2017-08
Legal Services

FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This attachment is applicable if the Contractor is any State or local government entity, non-profit organization, or for-profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends $500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2)(m), Florida Statutes.

In the event the recipient expends $500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor, the Chief Financial Officer and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial
assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Bob de la Fuente/Shareholder
Name and Title of Authorized Representative

LSRCF Attorneys PLLC
Name of Company

Signature

Date
SECTION 2
Tab E
Electronic Articles of Organization  
For  
Florida Limited Liability Company  

Article I  
The name of the Limited Liability Company is:  
LSRCF LAW, PLLC  

Article II  
The street address of the principal office of the Limited Liability Company is:  
1111 BRICKELL AVENUE  
SUITE 2200  
MIAMI, FL.  33131  
The mailing address of the Limited Liability Company is:  
PO BOX 330489  
MIAMI, FL.  33233  

Article III  
Other provisions, if any:  
THE OPERATION OF A LAW FIRM.  

Article IV  
The name and Florida street address of the registered agent is:  
JOHN CATALANO  
1111 BRICKELL AVENUE  
SUITE 2200  
MIAMI, FL.  33131  

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.  
Registered Agent Signature:  JOHN CATALANO
Article V

The name and address of person(s) authorized to manage LLC:

Title: MGR
JOHN CATALANO
1111 BRICKELL AVENUE, SUITE 2200
MIAMI, FL. 33131

Article VI

The effective date for this Limited Liability Company shall be:

01/13/2014

Signature of member or an authorized representative

Electronic Signature: JOHN CATALANO

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.
State of Florida
Department of State

I certify from the records of this office that LSRCF LAW, PLLC is a limited liability company organized under the laws of the State of Florida, filed on January 15, 2014, effective January 13, 2014.

The document number of this limited liability company is L14000007858.

I further certify that said limited liability company has paid all fees due this office through December 31, 2017, that its most recent annual report was filed on April 27, 2017, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Second day of May, 2017

[Signature]
Secretary of State

Tracking Number: CU6392617888
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

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