

Proctor's Solution, LLC

1968 Carp Lane
Tallahassee, FL 32303
850-673-1502

December 22, 2009

Via Hand Delivery

Florida Clerks of Court Operations Corporation
2560-102 Barrington Circle
Tallahassee, FL 32308

Re: CCOC Request for Proposals (RFP) for Financial and Accounting Services

Dear Mr. Dew,

Proctor's Solution is pleased to respond to the Request for Proposal (RFP) for the Florida Clerks of Court Operations Corporation need to secure qualified contractors to provide financial and accounting services. With the combination of our experience in local government with an emphasis on the clerks of court and over 20 years experience in all facets of accounting operations in both the private and public sectors, we believe that we bring a myriad of skills to meet and exceed your service needs.

To discuss this response to the RFP or any other related matters, don't hesitate to contact me at (850) 673-1502 or email melissa@proctorsolution.com. Thank you for your consideration of this response to your RFP, and if there is any additional information we can provide to you or any other officials, please feel free to contact our office.

Sincerely,

Melissa Proctor
Managing Member

Qualifications

Melissa Proctor

Melissa Proctor started Proctor's Solution in late 2006 with over 20 years of accounting and management experience. Five of those years were in the public sector as the finance officer for a Florida County Clerk of Circuit Court.

Accomplishments in the private sector included development of "Train the Trainer", a training program/guide to accounting policies & procedures. This step-by-step guide was used to train personnel of new acquisitions.

Oversight of accounting operations for over 15 years in the private sector, along with the 5 years of public sector accounting lead to the combining of the two – consulting for local government.

As a consultant, Ms Proctor assisted local government by recommending revenue solutions, made available per Florida Statutes. Also, researching and maintaining knowledge of changes in Florida law that affect local government with regards to revenues, reporting requirements and budget issues.

Recent Projects include providing research and data analysis in the area of performance measures for the Florida Clerk of Court Operations Corporation from October 2008 to December 2009 providing performance tracking and corrective action plan development, tracking and analysis.

Ms. Proctor received her Associates Degree in Network Administration from Keiser College and her Bachelors Degree in Accounting from Florida Atlantic University. Beginning 2010, Melissa will be pursuing her Masters in Forensic Accounting through part-time online coursework at Florida Atlantic University.

Scope of Services

- 2.1 Provide financial and accounting assistance to the CCOC staff in complying with requirements of its Legislative Budget Request.
- 2.2 Assist as a liaison with External Auditors and State Auditing Agencies by preparing necessary financial data to support CCOC annual financial reviews and completing any forms required by the Department of Financial Services (DFS).
- 2.3 Assist in providing financial data to respond to auditor findings and recommendations.
- 2.4 Assist CCOC staff with quality control by reviewing work papers, reports and charts developed by CCOC staff.
- 2.5 Assist CCOC staff in developing inventory control process

References

Ted L Smith – Florida Automobile Dealers Association (FADA), Tallahassee, FL 850.224.1466;

PSLLC is currently providing accounting services.

Thomas Obrien – Wilshire Finance – Los Angeles, CA 310.439.9880;

PSLLC currently provides off-site project accounting services for development activities.

Fees and Costs

For the services provided by Proctor's Solution, the hourly rate for the proposed scope of services will not exceed \$75.00 per hour, whether provided in or outside Leon County, Florida. However, travel costs will include the hourly rate as well as reasonable reimbursable travel expenses.