

March 4, 2015

Dr. C. Dexter Wise III
Faith Ministries Church
2747 Agler Rd.
Columbus, OH 43224

RE: Faith Ministries Mentoring Program

Dear Sir:

On behalf of MMB Business Enterprises, Inc., I am pleased to respond to your request for consulting partners for your Mentoring Program. MMB Business Enterprises, Inc. (MMB Enterprises) is a Columbus-based company that was founded by Brian G. Adams in 1990 as a sole proprietorship and incorporated in August of 2000. Its EIN is 31-1724107. MMB Enterprises is a MBE and EDGE certified financial and management consulting firm that recruits only the strongest technical staff and provides only the best quality expertise available. MMB Enterprises also has a wholly owned subsidiary whose name is Ohio Community School Consultants, Ltd. In some instances, resources are shared between the two firms.

In this proposal, you will find the requested information specified in the request: our service capability, integrity, facilities, equipment, reputation, human and financial resources, as well as past experience and performance.

Any questions, clarifications, or other correspondence can be directed to me at (614) 766-7009 (phone), (614) 766-7099 (fax), or by email at badams@mmb-enterprises.com.

Best Regards,



Brian G. Adams MBA, CMA, CFM, CGFM
President and CEO

Corporate Overview

Our mission is to provide exemplary financial management solutions to business and individuals.

Primary Focus

- Auditing and Compilation Services
- Treasurer/CFO
- Financial Analysis and Statement Preparation
- Tax Preparation
- Grant Management & Preparation
- Accounting Information Systems Design and Implementation
- Management Consulting Services

Auditing and Compilation Services. Our company works with 35 community schools across Ohio. In the capacity, we perform compliance audits, reviews, and compilations for schools prior to the annual audit. We assist these schools with taking corrective action on any potential audit violations or current conditions that need correcting. We also perform all of the GAAP compilations for the Auditor of State to review and certify.

Treasurer/CFO. Our subsidiary company (Ohio Community School Consultants) serves as Treasurer/CFO to 31 community schools across Ohio. We provide a complete solution including payroll, A/R, A/P, grant management, budgeting, CSADM, and EMIS support. We also provide business management services such as insurance/benefit administration, contract analysis/negotiations, policy manuals, and board member support.

Financial Analysis and Statement Preparation. Our company offers complete financial planning and analysis services, such as preparation of business plans and budget forecasts. We work with our clients to evaluate SERS/STRS payments, insurances, and employee benefit options. We handle monthly bank reconciliations, and monthly financial statement preparation for Board members.

Income Tax Preparation. We will prepare all of your annual and quarterly income tax filings. We are skilled in 1120, 1120S, 1065, 1099, K1, 990, 940, and 941 filings. We are also knowledgeable of their State and City counterparts.

Grant Management & Preparation. MMB Enterprises has extensive experience in the management and preparation of grants. We have prepared numerous grant applications. We will also handle cash requests, final expenditure reports, and code your grants properly into your accounting system.

Accounting Information Systems Design and Implementation. We are experienced in implementing accounting systems, such as QuickBooks, Intuit Enterprise Software, MIP and will customize the system to meet your school's needs. We also implement USAS/USPS solutions as well.

Management Consulting Services. Our personalized account specialists endeavor to keep our clients well informed and to provide them with sound management advice on various aspects of their school. We provide training services to ensure compliance with ORC, Board policies and other government regulations. We can help to develop Board policies and procedures that are in compliance with the school's sponsor agreement.

Bid Response-Assurances

Compliance with Federal, State and Local laws

MMB Enterprises represents and warrants in submitting a proposal to the RFP and in the performance of any contract awarded as a result of this RFP that it has complied with and/or shall comply with all applicable federal, state and local laws, rules and regulations. MMB Enterprises does not, in any manner, discriminate against, intimidate or retaliate against any employee on account of race, color, religion, sex, age, handicap, national origin, veteran's status or ancestry.

Permits, Licenses, Ordinances, Codes and Regulations

All fees payable in connection with the work are the responsibility of the MMB Enterprises and all licenses and permits required in connection with the project by federal, state, county or city laws, ordinances and regulations shall be obtained and paid for by MMB Enterprises. MMB Enterprises shall comply with all notice and posting requirements in connection therewith. In performing work, MMB Enterprises shall comply with all applicable laws, ordinances, codes and regulation including all applicable OSHA regulations. MMB Enterprises shall not be compensated for changes in the work that are required in order to comply with laws, codes, ordinances, rules and regulations that were in effect on the date the proposal was due.

Taxes

It is understood that all proposals received shall be exclusive of any Use, Sales, Federal, State or local tax. ODE is an institution qualified for exemption from customary taxes. Tax exemption certificates will be furnished upon request.

Governing Law, Jurisdiction and Venue

The laws of the State of Ohio will govern the interpretation, validity and effect of the RFP and any resultant contract documents. Any disputes arising out of this RFP or resultant contract shall be litigated in the appropriate Ohio Court.

Insurance

MMB Enterprises Inc. will provide and maintain the following during the entire period that they are performing services under any contract negotiated with ODE or as a result of this RFP:

- Workers compensation and employer's liability insurance as required by law.
- Public liability insurance, in occurrence form, under a comprehensive coverage form of policy, including liability for theft by Vendor employees, in amounts of not less than \$1,000,000 for bodily injury, including death, to any one person and not less than \$2,000,000 for any one occurrence.
- Property damage insurance, in occurrence form, under a comprehensive form of policy in amounts of not less than \$2,000,000 for each accident and aggregate.
- Vendor agrees to supply a current certificate of insurance naming ODE as the holder of the certificate.

Bid Response-Staff Profiles

Principal staff management for this project will be Brian G. Adams, Kendal Lee, and Ms. Leigh Ann King. MMB Enterprises reserves the right to hire additional staff or reassign current staff in the organization to assist with these audits. There will be no additional fees associated with these hires or reassignments.

Career Highlights Brian G. Adams: Mr. Adams has 10 years of State experience working in two different state agencies (Ohio Department of Mental Health and Ohio Department of Human Services, now known as Ohio Department of Job and Family Services). He also has 16 years of Education experience working as Budget Director for Columbus Public Schools and with MMB Enterprises/Ohio Community School Consultants working with community schools across Ohio. His auditing experience began when he was section chief for the Department of Job and Family Services where he oversaw the review and reconciliation of county and federal reports with the central accounting system (5 years). This required detailed knowledge of state and federal programs and the reports to ensure proper posting into the accounting system. During this time he founded MMB Enterprises and began doing private accounting work. He continued to expand his knowledge earning his MBA and by becoming a Certified Management Accountant, Certified in Financial Management, and a Certified Forensic Accountant. Since this time, he has also worked as a private consultant with the Ohio Department of Education and as a subcontractor with Decisive Systems Technology for the ODE (high risk population grants). In this capacity, he evaluated potential grantees fiscal abilities to manage the grants awarded. He has taken CPE courses regarding A-87, A-133, Accounting and Auditing Compilations, and has performed compliance audits for over 4 years working with a variety of clients.

Other Factors: In addition to the 3 proposed candidates, MMB enterprises has additional support staff (3) to aid in the administration of this project. Also, we have access to independent accountants who we contract with periodically to assist with compilations and audits.

Resume-Brian G. Adams

Objective: To provide quality financial and management consulting services.

Summary of Qualifications:

- Thorough knowledge of Finance & Managerial Accounting including developing budgets & financial plans, cost accounting, and developing organization-wide accountability.
- Experienced in providing administrative, managerial, and operational guidance of financial and accounting systems and procedures to non-financial managers and staff.
- Extensive experience handling high profile and high stress assignments.
- Proficient in all facets of A/R, A/P, G/L, and account monitoring.
- Experience in bid negotiations, project management and supervision of staff

Experience:

**MMB Enterprises, Inc. 9/00-Present (FT)
1/90-8/00 (PT)**

**President and CEO- Accountant/Financial
Consultant**

- Provide quality services to clients in the areas of:
 - a. Financial Analysis/Planning and Financial Statement Preparation
 - b. Business Accounting (Systems Design & Implementation)
 - c. Management Consulting (Business Plans, Bid Writing, etc.)
 - d. Financial Outsourcing-CFO Services (A/R, A/P, GL, etc.)
 - e. Corporate and Individual Tax Preparation (Income, Sales & Use, Property, Payroll, etc.)
 - f. Auditing and Compilation
- Client list includes the following types of firms:
 - a. Community Schools
 - b. Consultants
 - c. Construction Contractors
 - d. Auto Repair Contractors
 - e. Attorneys

Columbus Public Schools 9/98-8/00

**Executive Director of Budget and Financial
Management**

- Prepare, evaluate and coordinate preparation of approximately \$674 million of the district's budget and its fiscal programs. Supervise revenue and expenditures of 143 schools and 22 departments.
- Prepare and analyze financial statements, statistical, revenue, and cost reports. Prepare fiscal and budgetary reports, authorize requests for expenditures, and review new policies or changes in policy to determine the impact to the budget.
- Prepare, analyze, and negotiate terms of financing arrangements such as lease purchase agreements or debt issuance.
- Provide strategic & tactical guidance to Superintendent, executive management, and other district personnel to implement new programs, policy, and/or legislation.
- Represent District at official functions when required.

Resume

Brian G. Adams

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State of Ohio - 1/94 to 9/98**Section Chief-Dept. of Human Services**

- Manager for implementing Electronic Funds Transfer for agency programs (i.e. Medicaid, Public Assistance, and county advance program). Served as Acting Controller in Controller's absence when needed.
- System Administrator for CAS+ (i.e. develop policy and rules, design account structure, and maintain system).
- Manage coding unit responsible for charging of A/P spending to correct accounts, administrative responsibility centers, and appropriate federal grants (approx. \$8 billion annually).
- Manage reconciliation unit responsible for all adjusting entries into accounting system, reconciliation and review of all revenue deposits, preparation of state and federal reports, and reconciliation of subsidiary systems to general accounting system (approx. \$8 billion annually).
- Train staff and enhance processes using TQM principles and tools.
- Provide strategic & tactical guidance to agency personnel and senior management to implement new policy & legislation.

State of Ohio - 7/90 to 1/94**Budget Analyst-Dept. of Human Services**

- Prepare, evaluate and coordinate preparation of approximately \$1.5 billion of the agency's budget and its fiscal programs (notably projects for AFDC).
- Prepare and analyze financial statements, statistical, revenue, and cost reports. Prepare fiscal and budgetary reports, authorize requests for expenditures, and review new policies or changes in policy to determine the impact to the budget.
- Prepare cash-flow and population projections. Determine fiscal impact of various contracts between the agency and vendors. Determine fiscal impact of various environmental factors (i.e. legislative changes, inflation, etc.).
- Develop analytical spreadsheets and databases to evaluate the budget, cost expenditures, and the projections associated with the budget. Assist in the development of Accounting Information Systems. Attend meetings and interface with program development personnel to determine budgetary needs as required.

State of Ohio - 1/89 to 6/90**Fiscal Specialist-Dept. of Mental Health**

- Monitor, coordinate, research, and analyze obligations, purchases, and expenditures entered on the appropriation ledgers for 24 central office institutions. Maintain fiscal control for all accounts payable and receivable.
- Reconcile central office accounting records. Participate in correcting problems by making recommendations and taking corrective action when necessary.
- Produce monthly reports listing office balances for 24 central office institution chiefs. Prepare adjusting entries for entry into the central accounting system (IBM mainframe).
- Assist in budget preparation as needed. Prepare budget projections and cash-flow analysis for special situations. Create accounting databases and reports/statements for departmental offices and hospitals when required.

Resume
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Banc Ohio National Bank - 4/88 to 12/88**Accounting Specialist-Trust Division**

- Administrator of 6 commingled stock funds and 8 demand accounts. Initiate and record buy and sell orders to keep the demand accounts invested. Calculate and post interest and other income to the accounts.
- Analyze and audit computer generated financial statements and reconciling them to the manual entries. Prepare financial statements (monthly) for external auditors and account holders.

Equitable Securities – 12/87 to 3/88**Account Executive**

- Opened and serviced accounts. Made portfolio recommendations, stock and financial analysis, pension plan recommendations and general securities sales.

Education:

1989-1991: The University of Dayton

Degree: **Master of Business Administration**

1983-1987: The Ohio State University

Degree: **B.S.-Business Administration** Major: Finance

Professional Skills & Affiliations:

- Member of Institute of Management Accountants, Ohio Association of School Business Officials, and Association of Government Accountants.
- Certified Management Accountant (CMA), Certified in Financial Management (CFM), Certified Governmental Financial Manager (CGFM), and Ohio School Treasurer License.
- Expert user of the following PC software: Microsoft Office (Word, Excel, Access, PowerPoint, Outlook), Microsoft Project, Visio, Quicken & Quick Books, Peachtree, and other IBM PC software.
- Knowledge of Fasttax, Corptax, Pro Series, and Turbo tax software.
- Crystal Reports, Reflection, F9 and Macola report writing software.