

Plan Administration Services Proposal

**CITY OF OCALA
GENERAL EMPLOYEES' RETIREMENT SYSTEM
POLICE OFFICERS' RETIREMENT SYSTEM
FIREFIGHTERS' RETIREMENT PLAN**



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Company Overview

HYN Consulting is an independent, boutique retirement plan administration and consulting firm dedicated exclusively to the needs of Florida Chapters 112, 175 and 185 defined benefit pension plans. **As a firm that focuses entirely on Plan Administration, we are able to devote our full attention to delivering accurate, transparent, and member-focused solutions. Our independence ensures that nothing stands between us and our commitment to serving your Plan with integrity and precision.**

At HYN Consulting, our philosophy is simple: Strong administrative processes form the foundation of a successful retirement system, and excellence in administration is both a discipline and an art. We understand the unique fiduciary, regulatory, and operational challenges faced by public pension boards and we tailor our services to meet the needs of trustees, plan sponsors, and members with clarity, responsiveness, and care.

What Sets HYN Consulting Apart

- **Independent and Conflict-Free**

We do not sell investment products or bundle services, allowing us to focus solely on high-quality plan administration and consulting.

- **Specialized Expertise in Defined Benefit Plans**

Our firm is built specifically for police, fire, and general employee pension systems, giving us deep insight into the complexities of public sector retirement programs.

- **Boutique Service Model**

We provide personalized, high-touch support that larger firms cannot match. Every client receives direct access to experienced administrators who understand their Plan's history, membership, and priorities.

- **Advanced Technology & Secure Infrastructure**

We leverage modern tools including Microsoft Dynamics CRM and secure cloud-based systems to ensure accuracy, efficiency, and data protection throughout every stage.

- **Comprehensive Administrative Support**

From member communications to compliance monitoring and actuarial coordination, we serve as your first line of defense in retirement plan administration.

HYN Consulting operates its primary Administration Office in Largo, Florida, and provides full client support during standard business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m. for our clients.

Administrative Team

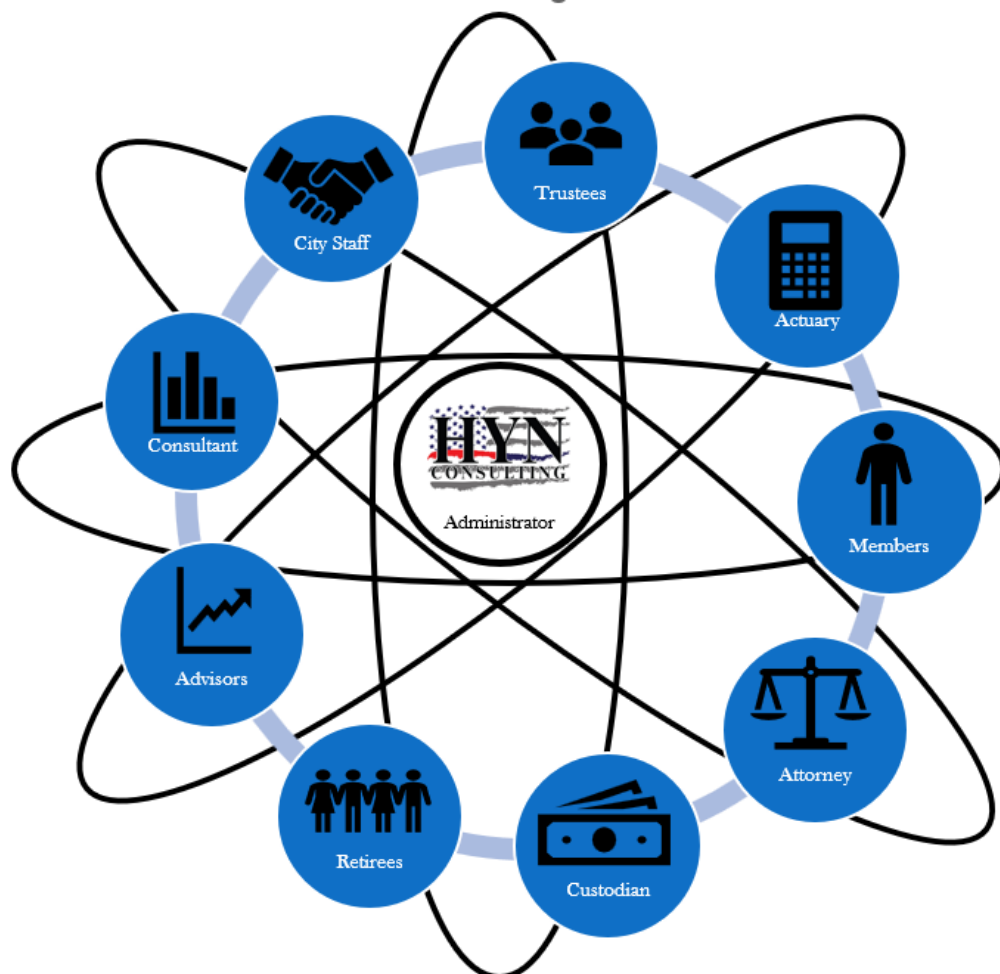
Our team brings a wealth of experience and specialized knowledge in public sector retirement plan administration. Each member is committed to delivering exceptional service and tailored solutions

- **Caleb Hynson** – DBA, CPPT: Caleb is a seasoned retirement planning specialist with over a decade of experience, including a distinguished career as a Firefighter-SWAT Paramedic. His unique background provides valuable insight into the needs of public safety professionals. Caleb has served as Chairman of the Board, equipping him with firsthand knowledge of effective plan governance. He has a Series 6 license, Life, Health, and Variable Annuities license. In addition he holds nationally recognized certifications in Defined Benefit Administrator (DBA) and is Certified Public Pension Trustee (CPPT). Caleb earned his bachelor's degree from Florida State University and a Graduate Certificate in Public Health from the University of South Florida.
- **Frank Mega** – DBA: Frank brings over twenty years of experience in retirement planning and administration, specializing in defined benefit pension plans. His extensive work with Florida-based retirement systems has given him deep expertise in regulatory compliance and operational efficiency. Frank holds a bachelor's degree in management information systems (MIS) from Florida State University and is nationally certified as a Defined Benefit Administrator (DBA). His approach combines technical proficiency with practical solutions to ensure sustainable plan management.
- **Susy Pita** – CPPT: With more than thirty-eight years of experience in administration, Susy is a recognized expert in Florida's public retirement systems. Since 1988, she has held numerous Board roles, building an unparalleled understanding of defined benefit plans. Susy holds a Certified Public Pension Trustee (CPPT) designation, Records Management Certification, and an associate's degree in business management.
- **Robin Sexton** – Robin brings extensive experience in administrative operations to the HYN Consulting team. She specializes in supporting administrators, managing member inquiries, and ensuring accurate processing of payments, record updates, and profile maintenance. She is highly skilled in onboarding new plans and leading plan transitions, consistently delivering a seamless experience during periods of change.
- **Kemrie AI**: Kemrie provides advanced support for administrative processes, ensuring accuracy and efficiency in every task. She streamlines workflows by verifying descriptions, checklists, due dates, and attachments, while facilitating communication and coordination among team members. Kemrie integrates seamlessly with third-party applications, enabling connectivity across platforms. Always precise and timely, Kemrie ensures flawless execution administrative support responsibilities.

Administrative Services

HYN Consulting serves as the administrative core of the retirement plan's operations, ensuring that every component of the system functions smoothly, accurately, and in full alignment with the Plan's objectives. Our role places us at the center of all coordination efforts, working closely with active members, retirees, investment consultants, investment managers, the custodian, actuary, legal counsel, trustees, and city staff. By acting as the central hub for communication, data management, and process oversight, we streamline the flow of information among all stakeholders and maintain the administrative integrity of the Plan. This integrated approach allows us to support informed decision-making, uphold compliance, and deliver a seamless experience for everyone who relies on the Plan's operations.

As the Plan Administrator, we are the experts and the central point of contact, coordinating the objectives of the Trustees and the operation of the Retirement Fund.



Security

Safe, Smart, and Streamlined: Trust HYN's Technology for Secure, Advanced Data Protection

At HYN, safeguarding sensitive information is a core commitment. By leveraging Microsoft Dynamics and the broader Microsoft security ecosystem, we deliver a secure, intelligent, and efficient environment for managing data. Our technology framework is designed to protect your Plan from evolving cyber threats while enabling seamless collaboration and operational excellence. Microsoft Dynamics CRM provides enterprise-grade security features that ensure your information remains protected at every stage. These capabilities work together to create a resilient, compliant, and highly secure foundation for both internal operations and client-facing services.

How Your Data is Protected

- **Advanced Threat Protection (ATP)**

ATP defends against sophisticated phishing, ransomware, and malicious attacks by analyzing threats in real time and blocking suspicious activity before it reaches your environment.

- **Encrypted Email + Data Loss Prevention (DLP)**

Built-in DLP policies automatically identify, monitor, and encrypt sensitive information in emails and documents, ensuring that confidential data is shared only with authorized recipients.

- **Azure Information Protection (AIP)**

AIP classifies and labels documents and emails with security tags such as *Encrypt*, *Do Not Forward*, *Confidential*, and *Highly Confidential*, protecting data wherever it travels.

- **DDoS Protection**

Azure's integrated Distributed Denial of Service protection shields systems from large-scale attacks that attempt to disrupt access or overwhelm network resources.

These layers of protection ensure that your organization remains compliant, resilient, and prepared for emerging threats.

Advantages and Benefits

Implementing Microsoft Dynamics allows HYN to streamline workflows, reduce manual errors, and centralize data for improved accuracy and collaboration. Built-in analytics and automation help us operate more efficiently, make informed decisions, and deliver consistent, high-quality service. The platform's scalability ensures we can grow without compromising performance or security. Clients partnering with HYN gain confidence knowing their information is protected by industry-leading security tools. Microsoft Dynamics enables faster response times, more accurate communication, and secure handling of sensitive data. As the platform evolves, clients benefit from continuous innovation in security, automation, and cloud technology ensuring long-term reliability.

Competitive Advantage

The HYN Advantage: Expertise You Can Trust

Dedicated Administration & Personalized Service

We provide Administrator Assurance—meaning your Plan will be supported by two dedicated, expert administrators who remain consistently assigned to your account. We do not rotate or substitute staff. This continuity ensures deep familiarity with your Plan and a reliable partnership focused on long-term success.

Impartial and Independent Expertise

Our sole focus is Plan Administration. With extensive experience serving Police, Firefighter, and General Employee retirement systems, we work exclusively for the Board of Trustees. Our independence ensures that our guidance is free from influence by third-party service providers, allowing us to act solely in the best interest of your Plan and its members.

Strategic Oversight for Cost Savings and Member Experience

We take a comprehensive view of your Plan to identify emerging issues, trends, and opportunities for improvement. These insights are proactively shared with the Board, enabling timely decisions that reduce costs and enhance overall member experience.

Technical Excellence & Operational Resilience

Our team leverages advanced technology, maintains active professional affiliations, and brings deep institutional knowledge to every engagement. Our systems and processes are designed to ensure uninterrupted service—even in the face of unexpected disruptions—providing peace of mind and business continuity.

Ongoing Plan Review & Fiduciary Support

We conduct regular reviews of your Plan to ensure it remains effective, compliant, and aligned with its objectives. Our proactive consultation helps the Board stay ahead of regulatory changes and maintain a high standard of fiduciary oversight

Scope of Services

1. Administration of Meetings:

- a. Schedule meetings (including coordination with City)
- b. Gather and distribute meeting materials
- c. Prepare agenda
- d. Prepare minutes

2. Trustee Organization:

- a. Have working knowledge of Plan Document
- b. Maintain Board contact list (Trustees and Service Providers)
- c. Maintain list of Trustee position type and date of term expiration
- d. Maintain pending matter list
- e. Timely implement motions and decisions of Trustees
- f. Ensure service providers are aware of motions and decisions which
- g. impact their projects
- h. Run Trustee elections
- i. Coordinate Trustee appointments through the City
- j. Ensure timely selection of 5th Trustee
- k. Assist in creation of Board Policies including Internal Controls and Procedures
- l. Familiarity with Sunshine laws, gift and ethics laws and public officer voting
- m. Obtain quotes for fiduciary liability insurance and fidelity bonding
- n. Keep Trustee memberships in Pension Organizations up to date
- o. Assist in preparation of requests for proposals, as directed
- p. Ensure that Trustees approve benefits and Fund expenses
- q. Administer Travel Policy (including proper documentation and providing for
- r. reimbursements)
- s. Assist in making reservations and arrangements
- t. Familiarity with Microsoft Office Suite: Word, Excel, Access and PowerPoint

3. Communication and Coordination:

- a. Review correspondence, statements and documents from all service providers.
- b. Distribute the documents as necessary

4. Member Administration:

- a. Active Members
 - i. Enrollment
 - ii. Monitor contributions from employees and City
 - iii. Maintain data to determine Member eligibility
 - iv. Assist Member in completing Beneficiary Form, as required
 - v. Assist Member in completing of Refund of Contribution forms (for nonvested terminated employee)
 - vi. Provide pension benefit counseling upon request of a plan Member
 - vii. Establish and maintain system for Share Account recording
 - viii. Provide Member Share Account Statements
 - ix. Establish and maintain system for DROP Accounts
 - x. Provide Member DROP Account Statements
 - xi. Coordination of Participant Education
- b. Retirement Process

- i. Assist Members in completing applications as required
 - ii. Assist Members in completing applications for DROP, as required
 - iii. Coordinate benefit calculation and verification by actuary
 - iv. Ensure Member completion of Benefit Election forms
 - v. Assist in processing Benefit and Disability denials and appeals
 - c. Retired Members
 - i. Assist Retiree in transition from active employment
 - 1. Authorization for Deductions
 - 2. Benefit Election Form
 - 3. Confidentiality Request
 - 4. Tax Withholding (W4-P)
 - 5. Withdrawal (DROP or Other Distributions)
 - ii. Set up direct deposit as required
 - iii. Establish system to conduct Death Record Searches
 - iv. Ensure the Member is aware of required compliance of IRS distributions and compliance with minimum distribution/415 rules by the Member executing the special tax notice as required

5. Records Custodian:

- a. Maintenance of:
 - i. Incoming Correspondence, Documents, and Records
 - ii. Member Data
 - iii. Service Provider contracts and data
- b. Oversee Computer System to maintain records (including security and backup of
- c. systems)
- d. Respond to Records Requests
- e. Ensure compliance with Public Records exemptions to the extent required by the
- f. Public Records Act, Chapter 119, Florida Statutes

6. Plan Financials:

- a. Reconcile accounts
- b. Ensure compliance with Internal Controls and Procedures
- c. Maintain financial statements
- d. Ensure completion of annual 990
- e. Coordinate with City on their Annual Audit
- f. Accounts Payable:
 - i. Review of Invoices
 - ii. Approval of Expenses by Board
 - iii. Signed Warrant
 - iv. Specific Reference to Minutes
 - v. Payment of Invoices
- g. Employer Contributions:
- h. Contribution Amounts
- i. Monitor Deposits at least Quarterly
- j. Direct Custodian to:
- k. Process Payments

7. Online Access to Members

- a. Administer to oversee and coordinate online access for Members

Combine Services – Pricing Model

Proposed Monthly Retainer Fees

Plan	3-Plan Package (10% Discount)	2-Plan Package (5% Discount)	Standard Rate
<i>Combined Service Package discount applies when two or more plans engage HYN Consulting</i>			
General Employees	\$3,960.00/mo <i>Save \$440.00/mo</i>	\$4,180.00/mo <i>Save \$220.00/mo</i>	\$4,400.00/mo <i>per month</i>
Police Officers	\$2,587.50/mo <i>Save \$287.50/mo</i>	\$2,731.25/mo <i>Save \$143.75/mo</i>	\$2,875.00/mo <i>per month</i>
Firefighters	\$2,452.50/mo <i>Save \$272.50/mo</i>	\$2,588.75/mo <i>Save \$136.25/mo</i>	\$2,725.00/mo <i>per month</i>
Combined Savings	Save \$1,000.00/mo <i>all three plans — 10% off</i>	Save \$500.00/mo <i>any two plans — 5% off</i>	<i>standard rate applies</i>

Agreement Terms & Conditions

Agreement Term	This agreement is guaranteed for 2 years and is for contracted services and in-person attendance at four (4) quarterly Board meetings.
Annual Increase	A 4% annual increase shall automatically be applied to the annual retainer at the start of the third year and shall increase 4% for each subsequent year thereafter.
Special Projects	Additional services and special projects requested of the Plan Administrator are billed at a rate of \$260 per hour. A special travel rate will be billed at a rate of \$130 per hour for special projects. Any special project requested <i>requires advanced approval</i> by the Board.

Combined Service Package discount applies when two or more plans simultaneously engage HYN Consulting. All fees subject to the annual increase schedule outlined above.

HYN Consulting Pension Plans



HYN Consulting is proud to serve as a trusted partner to public retirement systems across Florida. The following Plans have chosen HYN Consulting to manage their day-to-day administration, member services, and compliance oversight reflecting the confidence placed in our expertise and the strength of our client relationships.

<ul style="list-style-type: none">• Apopka General Employees• Apopka Firefighters• Apopka Police Officers• Auburndale Firefighters• Auburndale Police Officers• Auburndale General Employees• Belleview Police Officers• Davenport General Employees• Davenport Police & Fire• Deerfield Beach Firefighters• Flagler Beach Firefighters• Flagler Beach Police Officers• Haines City Firefighters• Haines City General Employees• Haines City Police Officers	<ul style="list-style-type: none">• Key West Housing• Key West Police & Fire• Lake Wales Firefighters• Lake Wales Police Officers• Largo Police & Fire• Leesburg General Employees• Rockledge Police Officers• Sanford Firefighters• Sanford Police Officers• Tarpon Springs Firefighters• Town of Davie Firefighters• Winter Garden Police & Fire• Winter Haven Firefighters• Winter Haven General Employees• Winter Haven Police Officers
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References

HYN Consulting is honored to partner with a diverse group of public pension systems across Florida, each of whom has entrusted our firm with their retirement plan administration needs. The following references represent clients who can speak directly to our service quality, responsiveness, commitment, our approach, our expertise, and the value we bring to every Plan we serve.

<p><u>Apopka General Employees' Retirement Trust Fund</u></p> <p>Susan Bone – Trustee sbone@apopka.net</p> <p><u>City of Winter Haven Police Officers' Retirement System</u></p> <p>Donald Nunnery – Chairman dnunnery@mywinterhaven.com</p> <p><u>City of Largo Police Officers' & Firefighters' Retirement Plan</u></p> <p>Dan Waters – Secretary dwaters@largo.com</p>	<p><u>City of Rockledge Police Employees' Retirement Trust Fund</u></p> <p>Rick Burke - Chairman rick.burke@gray-robinson.com</p> <p><u>City of Apopka Firefighters' Trust Fund</u></p> <p>Mark Fry - Chairman mfry@apopka.net</p> <p><u>Town of Davie Firefighters' Pension Trust Fund</u></p> <p>Alan Seldal - Chairman aseldal@davie-fl.gov</p>
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Miscellaneous Information

- **We acknowledge that we are Fiduciaries pursuant to Section 112.656 of the Florida Statutes**, and we fully understand and accept the responsibilities, standards of conduct, and obligations that accompany this designation. Our firm consistently operates with the highest level of integrity, prudence, and loyalty to the Plan and its members.
- **There has never been legal action taken against our business, nor have there been any charges or offenses involving theft, fraud, or dishonesty.** Our record reflects a long-standing commitment to ethical practices, transparency, and compliance with all applicable laws and professional standards.
- **We have never been terminated from any Plan**, demonstrating our ability to maintain strong, collaborative relationships with Boards of Trustees and our consistent delivery of high-quality administrative services that meet or exceed expectations.
- **Any agreement with the Board of Trustees shall be construed under the laws of the State of Florida and Federal Law where applicable**, ensuring that all contractual obligations, responsibilities, and protections are aligned with the governing legal framework and regulatory requirements.
- **The company maintains protective insurance coverages**, including Professional Liability, Cybersecurity, and Business Liability policies. These coverages provide an additional layer of protection and assurance for the Plan, its trustees, and its members.
- **The company is formally registered as a Limited Liability Company in the State of Florida under EIN #82-3333577**, operating in full compliance with state business regulations and maintaining all required corporate filings and registrations.
- **We confirm that we are registered with Homeland Security's E-Verify System**, and all employees are either U.S. citizens or legally authorized to work in the United States in accordance with F.S. §448.095. This ensures that our workforce meets all federal and state employment verification requirements.

Next steps

Partnering with HYN Consulting means moving forward with a team that is ready to guide your Plan through a smooth and highly organized transition. Once selected, we initiate our proprietary, structured onboarding process designed to be seamless, transparent, and minimally disruptive to your daily operations. This process ensures that data migration, stakeholder coordination, and administrative setup are completed with precision and clarity. We look forward to collaborating closely with your trustees, City staff, and service partners as we move into the next phase and begin delivering the high quality, member-focused administration your Plan deserves.

Thank you for the opportunity and consideration.

Sincerely,

A handwritten signature in black ink that reads "Caleb Hynson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Caleb Hynson
Managing Principal

EXHIBIT A

Human Trafficking Affidavit

The undersigned, on behalf of Contractor, hereby attests as follows:

- A. Contractor understands and affirms that Section 787.06(14), Florida Statutes, prohibits the Board from executing, renewing, or extending a contract to entities that use coercion for labor or services.
- B. Contractor hereby attests, under penalty of perjury, that Contractor does not use coercion for labor or services as defined in Section 787.06(2), Florida Statutes.

I, the undersigned, am an officer or representative of the nongovernmental entity named below, and hereby represent that I: make the above attestation based upon personal knowledge; am over the age of 18 years and otherwise competent to make the above attestation; and am authorized to legally bind, and make the above attestation on behalf of, the Contractor. Under penalties of perjury, I declare that I have read the forgoing document and that the facts stated in it are true. Further Affiant sayeth naught.

Contractor: HYN CONSULTING

Authorized Signature: Caleb Hynson

Date: 1/15/25

Printed Name: Caleb Hynson

Title: Director

STATE OF Florida

COUNTY OF Narasota

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15th day of January, 2025, by Caleb Hynson, as Director, on behalf of the company/corporation. They are personally known to me or have produced Identification as identification.

Jennifer L. Edwards
Signature of Notary Public



Name of Notary Typed, Printed or Stamped: _____
My Commission Expires: _____

STATE OF Florida
COUNTY OF Marathon

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15th day of January, 2026 by Caleb Henson, as Director on behalf of the company/corporation. They are personally known to me or have produced Edward as identification.
Dwight Henson



[Signature]
Notary Public Signature
Print, Type or Stamp Name of Notary: Jennifer Edwards
My commission expires: April 24, 2029

STATE OF Florida
COUNTY OF Maricopa

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15th day of January, 2026, by Caleb Wynne

, as Director on behalf of the company/corporation. They are personally known to me or have produced Alinda D. as identification.

(Affix Notary Stamp or Seal)



J. Edwards
Notary Public Signature

Print, Type or Stamp Name of Notary Jennifer Edwards

My commission expires April 24, 2029

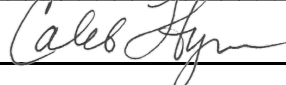
EXHIBIT B
COMPANY NOT AN ENTITY OF A FOREIGN COUNTRY OF CONCERN

For purposes of this affidavit, "foreign country of concern" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern.

The undersigned, on behalf of the entity listed below hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I am an officer or representative of HYN Consulting, LLC (herein after "Entity"), and I am authorized to provide this affidavit on its behalf.
3. Entity is not owned by the government of a foreign country of concern.
4. No government of a foreign country of concern has a controlling interest in Entity.
5. Entity is not organized under the laws of or has its principal place of business in a foreign country of concern.
6. If, at any time in the future, Entity does become owned by a foreign country of concern, if a foreign country of concern acquires a controlling interest in Entity, or Entity becomes organized under the laws of or relocated to a foreign country of concern, Entity will immediately notify the Pension Fund and no contracts may be executed, renewed, or extended between the parties.
7. I have read the foregoing affidavit and confirm that the facts stated in it are true, and are made for the benefit of, and reliance by Pension Fund.

Company: HYN Consulting, LLC

Authorized Signature:  **Date:** 01/15/2026

Printed Name: Caleb Hynson

Title: Director

STATE OF Florida
COUNTY OF Maricopa

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15th day of January, 2026 by Caleb Henson, as Director on behalf of the company/corporation. They are personally known to me or have produced Edward as identification.
Dwight Henson



[Signature]
Notary Public Signature
Print, Type or Stamp Name of Notary: Jennifer Edwards
My commission expires: April 24, 2029

**SWORN STATEMENT ON PUBLIC ENTITY CRIMES
UNDER SECTION 287.133, FLORIDA STATUTES**

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

1. This sworn statement is submitted to the Pension Plan (“Owner”) by: Caleb Hynson, Director (print individuals name and title) for HYN Consulting, LLC (print name of entity submitting sworn statement) whose business address is 13141 66th Street North Largo, FL 33773

_____ in accordance with the request for proposals for Administration (“Services”).

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or 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 proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “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 record relating to charges brought by indictment or information after July 1, 1989, as a result of a 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: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) 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” includes 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 for 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.

**SWORN STATEMENT ON PUBLIC ENTITY CRIMES
UNDER SECTION 287.133, FLORIDA STATUTES**

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 of the United States with the legal power to enter into a binding contract and which submits proposals or applies to submit a proposal 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, directors, 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.)

CH Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 2008.

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate has been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

STATE OF Florida
COUNTY OF Maricopa

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15th day of January, 2026, by Caleb Wynson, as Director on behalf of the company/corporation. They are personally known to me or have produced Florida ID as identification.

Jennifer L. Edwards

Notary Public Signature
Print, Type or Stamp Name of Notary Jennifer L. Edwards
My commission expires April 24, 2029

(Affix Notary Stamp or Seal)

