



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

---

F.20.

7/9/2024

---

### Subject:

Permission to Advertise a Request for Proposal for Internal Auditing Services

### Fiscal Impact:

The County's Adopted FY 2023-24 Budget includes up to \$360,000 for Internal Auditing Services.

### Dept/Office:

Central Services/Purchasing Services

### Requested Action:

It is requested the Board of County Commissioners:

1. Authorize Purchasing Services to advertise a Request for Proposal for the County's Internal Auditing Services; and
2. Appoint the following members to the Internal Audit Selection and Negotiation Committee: Jill Hayes, Budget Director; Mary Ellen Donner, Parks and Recreation Director; and Kathy Wall, Central Service Director; and
3. Authorize the County Manager to sign the contract for Internal Auditing Services upon the recommendation from the Internal Audit Selection and Negotiation Committee and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

### Summary Explanation and Background:

The purpose and scope of internal auditing services as specified in the Administrative Order AO-61, "INTERNAL AUDIT," is to ascertain that the County's network of control processes, as designed and represented by management, is adequate and functioning as intended and acceptable.

The current contract with RSM US, LLP for Internal Auditing Services expires on October 30, 2024. Therefore, Purchasing Services requests authorization to advertise a Request for Proposal (RFP) to competitively solicit Internal Auditing Services competitively. The term of this contract will be for 5 years.

### Clerk to the Board Instructions:



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

July 10, 2024

**MEMORANDUM**

TO: Kathy Wall, Central Services Director


RE: Item F.20., Permission to Advertise a Request for Proposal for Internal Auditing Services

The Board of County Commissioners, in regular session on July 9, 2024, authorized Purchasing Services to advertise a Request for Proposal for the County's Internal Auditing Services; appointed the following members to the Internal Audit Selection and Negotiation Committee: Jill Hayes-Budget Director, Mary Ellen Donner-Parks and Recreation Director, and Kathy Wall-Central Services Director; and authorized the County Manager to sign the contract for Internal Auditing Services upon the recommendation from the Internal Audit Selection and Negotiation Committee and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
Kimberly Powell, Clerk to the Board

/sm

cc: County Attorney  
County Manager  
Purchasing Services  
Finance  
Budget