



AGENDA REPORT
February 26, 2019

Request for Proposals for Internal Auditing Services

SUBJECT:

Permission to Advertise Request For Proposals (RFP) for Internal Auditing Services

FISCAL IMPACT:

The County's Fiscal Year 2018-2019 Adopted Budget includes \$360,000 for internal auditing services.

DEPT/OFFICE:

Central Services

REQUESTED ACTION:

It is requested the Board of County Commissioners authorize the issuance of a RFP for Internal Auditing Services and authorize an appointment from the Internal Auditing Committee; Kathy Wall, Special Projects Coordinator; and Euri Rodriguez, Solid Waste Department Director as the selection and negotiating committee.

SUMMARY EXPLANATION and BACKGROUND:

The purpose and scope of the internal auditing function as specified in Administrative Order AO-61, is to specify the process by which the findings, recommendations, formal replies and follow-ups of internal audits are handled in order to provide accurate information and timely management information to directors, managers, supervisors and the Board of County Commissioners. It has been the Board's past practices to authorize the Internal Audit Committee as the selection and negotiating committee.

Staff is requesting authorization to issue a RFP for Internal Auditing Services and appoint a selection and negotiation committee consisting of an appointment from the Board of County Commissioner's Internal Audit Committee; Kathy Wall, Special Projects Coordinator; and Euri Rodriguez, Solid Waste Department Director. The RFP responses would be reviewed and evaluated by the selection and negotiating committee with their recommendation brought back to the Board for consideration and final approval.

The current contract for internal auditing services with RSM US, LLP expires on October 31, 2019.

The term of the contract will be for a three (3) year period with renewal options for two (2) additional one-year periods.

ATTACHMENTS:

Description

▯ **Resolution 11-117**



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February 27, 2019

M E M O R A N D U M

TO: Leslie Rothering, Interim Central Services Director

RE: Item F.18., Permission to Advertise Request for Proposals (RFP) for Internal Auditing Services

The Board of County Commissioners, in regular session on February 26, 2019, granted permission to advertise RFP for Internal Auditing Services; and appointed a Selection and Negotiating Committee consisting of an appointment from the Internal Auditing Committee, Kathy Wall, Special Projects Coordinator, and Euri Rodriguez, Solid Waste Management Director.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

cc: Committee Members
Finance
Budget

RESOLUTION 11- 117

WHEREAS, the Government Finance Officers Association (GFOA) recommends that every government should establish an Audit Committee or its equivalent; and

WHEREAS, reliable audits are essential to the credibility of financial reporting by local governments; and

WHEREAS, the Audit Committee is a practical tool that a local government can use to enhance the independence and integrity of the auditing process; and

WHEREAS, the members of the Audit Committee collectively should possess the expertise and experience in accounting, auditing and financial reporting needed to understand and resolve issues raised by the independent audit of County Government; and

WHEREAS, the GFOA recommends the Audit Committee should consist of five to seven members,

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Brevard County, Florida as follows:

1. The Audit Committee is hereby created for the purpose of overseeing the County's auditing functions; developing an annual work plan for internal auditing of Board agencies; and monitoring the productivity and performance of the auditing process.
2. The Audit Committee shall be comprised of five (5) qualified citizen representatives to be determined by the Board of County Commissioners. The County Manager shall provide necessary clerical and administrative support of the committee.
3. Committee members shall individually possess expertise in accounting, auditing and financial reporting. Appointees shall serve for a period of two years. The Committee Chairman and Vice-Chairman shall be elected by a majority vote of a quorum of Committee members to serve for one year. The Chairman shall schedule meetings on an as needed basis, but at a minimum of four (4) times a year. A record of the meeting shall be maintained as required by Florida Statue for public meetings.
4. The Audit Committee Resolution No. 09-025, adopted by the Board in regular session on February 17, 2009 is rescinded and replaced by this resolution.

DONE, ORDERED, AND ADOPTED, in regular session of the Brevard County Board of County Commissioners on this 24th day of May, 2011.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
BREVARD COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF BREVARD

MITCH NEEDELMAN, CLERK, is to certify that the foregoing is a true and current copy of the resolution adopted by the Board on May 24, 2011)

and official seal this 24 day of May 2011
MITCH NEEDELMAN, Clerk of Circuit Court

BY _____ D.C.