

CRYSTAL SCONIERS

CLERK OF THE CIRCUIT COURT AND COMPTROLLER
WALTON COUNTY, FLORIDA

571 U.S. Highway 90 East
DeFuniak Springs, Florida 32433
850.892.8115



31 Coastal Centre Boulevard
Santa Rosa Beach, Florida 32459
850.267.3066

REQUEST FOR PROPOSALS (RFP) FOR CONTINUING INTERNAL AUDIT SERVICES

The Walton County Clerk of the Circuit Court & Comptroller (hereinafter “Clerk & Comptroller”) is seeking proposals from independent firms qualified, experienced, and interested in providing internal audit co-sourcing assistance to the Clerk & Comptroller’s Department of Inspector General in fulfilling its responsibilities. The types of contemplated services include, but are not limited to, annual enterprise risk assessments, performance audits, compliance audits, internal control audits, information technology audits, and support services. All audit, non-audit, or consulting services will be assigned by the Inspector General and may be performed solely by the proposer or to assist the Inspector General. To meet the requirements of this RFP, the audits and other services shall be performed in accordance with the Institute of Internal Auditors’ Global Internal Audit Standards, and other standards as applicable.

Proposals will be received until June 12, 2026, at 3:00PM(CST).

To be considered, the proposer must submit to the Walton County Clerk of the Circuit Court & Comptroller, at 571 U.S. Highway 90 East, DeFuniak Springs, FL 32433, one (1) paper original and one (1) digital copy of submittal on a USB thumb drive in a sealed envelope or package, clearly marked with the proposer’s name and address, and the words “Walton County Clerk of the Circuit Court & Comptroller Request for Proposals for Continuing Internal Audit Services.”

REGARDLESS OF THE METHOD OF DELIVERY, EACH OFFEROR SHALL BE RESPONSIBLE FOR THE DELIVERY OF THEIR SUBMITTAL.

LATE SUBMITTALS RECEIVED AFTER THE FOREMENTIONED DEADLINE DATE, EITHER BY MAIL, OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE CLERK & COMPTROLLER’S OFFICE. IT IS THE SOLE RESPONSIBILITY OF THE PROPOSER FOR ASSURING THAT THE PROPOSAL IS RECEIVED IN THE CLERK & COMPTROLLER’S OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC, OR ORAL PROPOSAL WILL BE ACCEPTED

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INSTRUCTIONS TO PROPOSERS

To receive consideration, proposers must comply with the following instructions. Proposals may be presented by a single business entity, joint venture, partnership, or corporation.

PROPOSAL SUBMISSION

Sealed proposals should be submitted to the Clerk & Comptroller at:
Walton County Clerk of the Circuit Court & Comptroller
571 U.S. Highway 90 East
DeFuniak Springs, FL 32433

The deadline for receiving proposals is June 12, 2026, at 3:00 PM (CST).

The Clerk & Comptroller will be made aware of all proposals received at the time and date stated and will make public the names of the business entities which submitted a proposal and the city and state in which they reside.

Any proposal received after the final call for proposals has been made will not be considered. It will be the sole responsibility of the proposer to have their proposal delivered to the appropriate locations for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer will be responsible for its timely delivery. Proposals not received by the deadline will not be considered and arrangements will be made for the return of their proposal.

SEALED & MARKED PROPOSAL

The contents of your sealed package must include: one (1) signed original and one (1) electronic copy. The electronic copy shall be in a PDF format and submitted on a thumb drive which is non-returnable. *All physical and electronic copies shall be identical.*

Your complete proposal package will be submitted in one sealed package and clearly marked on the outside with your company's name, address, and the words "Walton County Clerk of the Circuit Court & Comptroller Request for Proposals for Continuing Internal Audit Services," and addressed to:

Walton County Clerk of the Circuit Court & Comptroller
571 U.S. Highway 90 East
DeFuniak Springs, FL 32433

Proposals will clearly indicate the legal name, address, and telephone number of the proposer (company, firm, partnership, individual). Proposals will be signed above the typed or printed name and title of the signer. The signer will have the authority to bind the proposer to the submitted proposal.

COST OF PREPARING PROPOSAL

All expenses for making and submitting proposals are to be borne by the proposer. Clerk & Comptroller is not liable for any costs incurred by a firm in responding to this RFP, including those for oral presentations.

FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the proposer, may be rejected. If, in the opinion of the Clerk & Comptroller, such information was intended to mislead in the evaluation of the proposal, and the attribute, condition, or capability is a requirement of this proposal, it will be the basis for rejection of the proposal. Such proposer will be disqualified from eligibility to perform the work described in this RFP and may also be disqualified from furnishing future goods or services to and from submitting any future bids or proposals to supply goods or services to the Clerk & Comptroller.

RULES FOR WITHDRAWAL

Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that an RFP must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of RFP.

Any submitted proposal shall remain valid for sixty (60) days after the submission date, but the Clerk & Comptroller, at its sole discretion, may release any proposal.

END OF INSTRUCTIONS TO PROPOSERS

PROCUREMENT RULES AND INFORMATION

CONTACT PERSON

Jennifer Garrett
Executive Aide to the Clerk & Communication Officer
Walton County Clerk of the Circuit Court & Comptroller
571 U.S. Highway 90 East
DeFuniak Springs, FL 32433
850-892-8115, ext. 7013
jenniferg@waltonclerkfl.gov

All questions regarding this Request for Proposals shall be directed in writing, preferably by email, to Ms. Garrett. **Questions shall be submitted no later than 12:00 Noon (central standard time) on June 2, 2026. *PROPOSERS DIRECTING QUESTIONS TO THE CLERK OR ANY OTHER CLERK STAFF MAY BE DISQUALIFIED FROM SUBMITTING.***

Questions submitted after that date and time will not be answered. If applicable, answers citing the question asked but not identifying the questioner will be distributed to all known prospective vendors. Failure to submit requests in writing by the specified time shall not be grounds for a protest.

CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the Clerk & Comptroller finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are local time in DeFuniak Springs, Florida.

<u>DATE/TIME</u>	<u>ACTION</u>
May 8, 2026	Issue Request for Proposal
June 2, 2026, by Noon	Last day to submit questions
June 12, 2026, by 3pm	Proposal Closing Time and Date
Tentatively June 18, 2026	Selection Committee Review
Tentatively end of June	Presentation to Clerk for Award of Contract

OPENING OF PROPOSALS

Proposals are due at the time and date specified in the paragraph entitled “Calendar of Events”. The names of the firms submitting proposals will be read aloud at this time and will thereafter be published on the Clerk & Comptroller’s website. Proposals received late will not be considered.

DISCLOSURE OF PROPOSAL CONTENT

All proposals become the property of the Clerk & Comptroller and will be a matter of public record. The Clerk & Comptroller is governed by Public Record Law, Chapter 119, Florida Statutes. Only trade secrets as defined in Section 812.081, Florida Statutes, shall be exempt from disclosure. In the event a firm submits trade secret information, the information must be

clearly labeled "Trade Secret." The Clerk & Comptroller will maintain the confidentiality of such trade secrets to the extent provided by law.

AWARD

The Clerk & Comptroller reserves the right to award the contract(s) to the Contractor(s) which the Clerk & Comptroller deems to offer the best overall proposal(s). The Clerk & Comptroller is therefore not bound to accept a proposal on the basis of lowest price and, further, the Clerk & Comptroller has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the Clerk & Comptroller's best interests to do so. The Clerk & Comptroller also reserves the right to make multiple awards based on experience and qualifications if it is deemed to be in the Clerk & Comptroller's best interest to do so.

REJECTION OF PROPOSALS

The Clerk & Comptroller reserves the right to accept or reject any or all proposals as may be deemed necessary by the Clerk & Comptroller to be in its best interest. The Clerk & Comptroller will award the proposal to the most responsive, responsible proposer that is most qualified to perform the services according to the specifications and qualifications as listed in this RFP. Before a contract is awarded for the service, the Clerk & Comptroller will also conduct investigations as are necessary to determine the performance record and ability of the proposer. The Clerk & Comptroller reserves the right to reject a proposal from a proposer who's Dun & Bradstreet Comprehensive Report, past work performance with the Clerk & Comptroller, or other governmental agencies, are deemed by the Clerk & Comptroller to be unsatisfactory. The Clerk & Comptroller further reserves the right to waive all informalities, and reserves the right to reject all nonconforming, unresponsive, unbalanced, or conditional proposals. The Clerk & Comptroller reserves the right to reject the proposal of any proposer if the Clerk & Comptroller believes that it would not be in the best interest of the project to make an award to that proposer, because the proposal is not responsive or responsible, or the proposer is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Clerk & Comptroller. The Clerk & Comptroller also reserves the right to enter contract negotiations with a qualified, responsible, and responsive proposer who submits the best ranked proposal. If the Clerk & Comptroller and the best proposer cannot negotiate a successful contract, the Clerk & Comptroller may terminate such negotiations and begin negotiations with the qualified, responsible, and responsive proposer who submits the next best ranked proposal. No proposer shall have any rights against the Clerk & Comptroller arising from such negotiations. Where numeric data is given both in Arabic numerals and in written language, and where there exists a discrepancy between an Arabic numeral and written language, the written language shall be presumed to be correct and the Arabic numeral presumed incorrect.

The Clerk & Comptroller reserves the right to delete any proposal items and the total proposal shall be determined as the sum of the proposal items awarded. In evaluating proposals, the Clerk & Comptroller will consider the qualifications of the proposers, whether the proposals comply with the prescribed requirements, time of completion, and other data, as may be requested in the

proposal form or prior to the Notice of Award. The Clerk & Comptroller may conduct such investigations as the Clerk & Comptroller deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of proposers, proposed subcontractors, suppliers, and other persons and organizations to perform and complete the project in accordance with the contract documents to the Clerk & Comptroller's satisfaction within the prescribed time.

VERBAL INSTRUCTIONS

No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any Clerk & Comptroller employee. Only those communications from firms, which are signed and in writing, will be recognized by the Clerk & Comptroller as duly, authorized expressions on behalf of the proposer.

BLACKOUT PERIOD

The period between the end of the advertisement for this RFP and the contract award, or any resulting bid protest is resolved, or the cancellation of the solicitation, is referred to as the Blackout Period. During the Blackout Period, any communication regarding the aforementioned solicitations is prohibited between the bidder or proposer (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and the Clerk & Comptroller, any Clerk & Comptroller employee, selection committee member, or other person authorized to act on behalf of Clerk & Comptroller. Violation of the Blackout Period will result in the disqualification of the proposer.

END OF PROCUREMENT RULES AND INFORMATION

GENERAL TERMS AND CONDITIONS

APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable local, state, and federal laws, ordinances, and regulations will apply to any resulting contract and each proposer is responsible for full compliance therewith.

COLLUSION

By offering a submission to this RFP, the proposer certifies the proposer has not divulged to, discussed, or compared its proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, as to their own organization, that in connection with this proposal:

- Any prices and/or data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- The only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

CODE OF ETHICS

With respect to this proposal, if any proposer violates or is party to a violation of Florida Statutes Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such proposer will be disqualified from eligibility to perform the work described in this RFP or from furnishing the goods or services for which this RFP is submitted and shall be further disqualified from submitting any future bids or proposals.

PUBLIC RECORDS

Pursuant to Section 119.0701, Florida Statutes, to the extent successful proposer is performing services on behalf of the Clerk & Comptroller, successful proposer must:

- Keep and maintain public records required by public agency to perform the service.
- Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or

- copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the successful proposer does not transfer the records to the public agency.
 - Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the successful proposer transfers all public records to the public agency upon completion of the contract, the successful proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the successful proposer keeps and maintains public records upon completion of the contract, the successful proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

TRADE SECRETS

The Clerk & Comptroller is subject to the Florida Public Records Law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption, and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to this RFP shall belong exclusively to the Clerk & Comptroller.

To the extent that proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and proposer shall provide an additional copy of the proposal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the proposer on its proposal, proposer acknowledges and agrees:

- That after notice from the Clerk & Comptroller that a public records request has been made for the materials designated as a trade secret, the proposer shall be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action shall be taken immediately, but no later than ten (10) calendar days from the date of notification or proposer will be deemed to have waived the trade secret designation of the materials;
- That to the extent that the proposal with trade secret materials is evaluated, the Clerk & Comptroller and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating contract terms, approving any contract based on the proposal, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final contract award;
- To indemnify and hold the Clerk & Comptroller, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees

and costs), or claims arising from or related to the designation of trade secrets by the proposer, including actions or claims arising from the Clerk & Comptroller's non-disclosure of the trade secret materials.

- That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes. Proposer agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by the Clerk & Comptroller, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and Clerk & Comptroller policies including but not limited to Section 119.0701, Florida Statutes. Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire proposal document, line item and/or total proposal prices, the work, services, project, goods, and/or products to be provided by proposer is not acceptable to the Clerk & Comptroller and will result in a determination that the proposal is non-responsive; the classification as trade secret of any other portion of a proposal document may result in a determination that the proposal is non-responsive.

DISQUALIFICATION DUE TO NON-RESPONSIVENESS

The Clerk & Comptroller reserves the right to determine that any proposal received which does not contain all the information, attachments, verification, forms, or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the RFP process.

IDENTICAL TIE PROPOSALS

In the event of a tie between identical proposals responsive to this RFP, the Clerk & Comptroller shall make the final determination of the award.

ERRORS OR OMISSIONS

Once a proposal is opened, no errors or omissions in the proposal may be corrected.

INDEMNIFICATION OF THE CLERK AND COMPTROLLER

The proposer shall pay on behalf of or indemnify and hold harmless the Clerk & Comptroller from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits, or liabilities which may arise out of any act, neglect, error, omission or default of the proposer arising out of or in any way connected with the proposer or sub-contractor's performance or failure to perform under the terms of any contract resulting from any solicitation. Depending upon the nature of the services being provided, additional indemnification requirements may apply.

INSURANCE

The proposer shall submit proof of insurance per the Clerk & Comptroller specifications including additional insured upon request.

JOINT VENTURES

All proposers intending to submit a proposal as a joint venture are required to have filed proper documents with the Florida Department of Business and Professional Regulation and any other state or local licensing agency prior to submitting the proposal (see Section 489.119, Florida Statutes).

LICENSES AND CERTIFICATIONS

The successful proposer shall be required to submit proof of all licenses and/or certifications required within the minimum technical specifications.

LEGAL NAME

Proposals shall clearly indicate the legal name, address, and telephone number of the proposer. Proposals must be signed by a person authorized to bind the proposer.

PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

A conviction of a public entity crime may cause the rejection of a bid, quote, and/or proposal. The Clerk & Comptroller may make inquiries regarding alleged convictions of public entity crimes. The failure of a proposer to promptly supply information in connection with an inquiry may be grounds for rejection of bid, quote, and/or proposal.

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certified that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied Consultants have a drug-free workplace program.

AMERICANS WITH DISABILITIES

The Clerk & Comptroller does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of Clerk & Comptroller functions including one's access to participation, employment, or treatment in its programs or activities.

EQUAL EMPLOYMENT OPPORTUNITY

All proposers are afforded full opportunity to participate in response to this RFP and will not be discriminated against on the grounds of race, color, religion, sex, national origin, age, handicap, or marital status in consideration of award.

UNAUTHORIZED ALIENS

The Clerk & Comptroller prohibits contracting with proposers that knowingly utilize services of unauthorized aliens in the performance of contracts for goods or services with the Clerk & Comptroller.

E-VERIFY

The proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed by the proposer during the term of any contract resulting from award of this RFP to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the proposer to perform work pursuant to the contract.

LOBBYING PROHIBITION

No funds received pursuant to this contract may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.

PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING

Pursuant to Section 287.05701, Florida Statutes, the Clerk & Comptroller may not request documentation of or consider a contractor's social, political, or ideological interests when determining if the contractor is a responsible contractor. Further, the Clerk & Comptroller may not give preference to a contractor based on the vendor's social, political, or ideological interests.

SCRUTINIZED COMPANIES

Section 287.135, Florida Statutes, may contain limitations on the part of a company to conduct business with the Clerk & Comptroller. Submission of a response to this solicitation shall be subject to all procedural requirements contained within that statute including the submission of any required certification of eligibility to contract with the Clerk & Comptroller. It shall be the

responsibility of the company responding to this solicitation to concurrently review the current version of the statute and ensure it is compliant.

TAXES

The Clerk & Comptroller is exempt from Federal Excise and State Sales Taxes; therefore, the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. Nothing herein will affect the proposer's normal tax liability.

The successful proposer will be responsible for the payment of taxes of any kind and character including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations during the performance of the work. Nothing herein will affect the proposer's normal tax liability.

END OF GENERAL TERMS AND CONDITIONS

INSURANCE REQUIREMENTS

CONTRACTOR RESPONSIBILITIES

Contractor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of any contract subsequent to the award of this RFP insurance coverage (including endorsements) and limits as required by the Clerk & Comptroller. These requirements, as well as the Clerk & Comptroller's review or acceptance of insurance maintained by the Contractor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor.

The Clerk & Comptroller reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements from time to time. Any insurance company(ies) shall be authorized to conduct business in the State of Florida. The Clerk & Comptroller reserves the right but not the obligation to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally. Certificates of Insurance evidencing the insurance coverage specified in this Article shall be submitted to the Clerk & Comptroller with the executed Contract.

COVERAGE REQUIREMENTS

1) **COMPREHENSIVE GENERAL LIABILITY:** Proposer will be required to maintain Comprehensive General Liability coverage, including but not limited to coverage for premises and operations, personal injury, products & completed operations, liability assumed under an insured contract, and independent contractors, with limits of not less than \$500,000 each occurrence, \$1,000,000 aggregate, covering all work performed under this contract.

2) **PROFESSIONAL LIABILITY:** Proposer will be required to maintain Professional Liability coverage, including but not limited to coverage for claims of malpractice, negligence, and errors and omissions, with limits not less than \$1,000,000 per claim/occurrence and in the aggregate for professional services rendered under this contract.

Proposer will be required to endorse the Clerk & Comptroller as an additional insured on the Comprehensive General Liability coverage. The purchase of any of the above-referenced insurance policies shall not release proposer or any surety created by its proposal or any resulting contract from any obligation, warranty, or guarantee provided in its proposal or any resulting contract.

END OF INSURANCE REQUIREMENTS

SCOPE OF SERVICES

The Clerk & Comptroller anticipates co-sourcing assistance will consist of:

- Providing advisement, documentation templates, and other support to assist in the alignment of the Department of the Inspector General's operating protocols with best practices
- Assisting with conducting the annual enterprise risk assessment, including the provision of templates/methodology and interview support, for use in developing the Annual Audit Plan.
- Executing discretionary projects, as directed by the Inspector General, such as planned yearly audit(s), agreement upon procedure engagements, consulting projects, and ad hoc engagements.

Planned yearly audits, agreed upon procedures, and consulting projects are those identified in the Department of Inspector General's Annual Audit Plan. Ad hoc engagements are those audits, agreed upon procedures, or consulting projects not contemplated in the Inspector General's Annual Audit Plan and may require performance on short notice. The work will be conducted as a co-sourcing arrangement, under the direction of the Inspector General. The contractor will not perform management functions, make management decisions, or act, or appear to act, in a capacity equivalent to that of a member of management and will comply with applicable independence standards.

A successful proposer must exhibit knowledge of a broad array of matters related to the operations of constitutional officers, counties, and local governments, with particular emphasis on local government operations in the State of Florida. A successful proposer must demonstrate its ability to effectively gather, evaluate, and communicate information related to its audits and other services provided.

TERM OF CONTRACT

The Clerk & Comptroller proposes to enter into a three (3) year contract with an option to renew up to two (2) one (1) year periods.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. Proposer shall provide current proof of all business licenses required by local, state, and federal law as applicable.
2. Proposer shall show proof of compliance and payment of all applicable local, state, and federal taxes and licenses and must provide evidence of compliance with all jurisdictions where services are performed.
3. Proposer shall have a minimum of five (5) years of experience in providing continuous internal audit services on a contract basis, with a minimum of three (3) years of experience providing continuous internal audit services to constitutional officer, city, county, or local government in the State of Florida.
4. Proposer shall demonstrate its independence and that it is free from any conflicts of interest or the appearance thereof.

5. Proposer shall demonstrate its knowledge of applicable statutes, regulations, requirements, and standards for providing auditing services, including those established by the Institute of Internal Auditors, the American Institute of Certified Public Accountants, and the Comptroller General of the United States.
6. Proposer shall demonstrate its knowledge of the standards set forth by the Institute of Internal Auditors' Global Internal Audit Standards (IIA), the Government Accounting Standards Board (GASB), the generally accepted government auditing standards issued by the Comptroller General of the U.S. Government Accountability Office (GAO), the generally accepted auditing standards set forth by the American Institute of Certified Public Accountants, and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
7. Proposer shall be licensed to provide the requested auditing services in the State of Florida.

CONTRACTOR RESPONSIBILITIES

After entering into a contract based upon this RFP, the Clerk & Comptroller, in its sole discretion, will determine if the services of the contractor are necessary for the planned yearly audit(s), agreed upon procedures, consulting projects, or ad hoc engagements, in order to obtain expertise or to supplement the activities of the Department of Inspector General. If the Clerk & Comptroller determines the services of the successful bidder are necessary, the Clerk & Comptroller and contractor shall enter into an agreed upon annual statement of work under the terms of the contract entered into pursuant to this RFP. The statement of work, by mutual agreement of the parties, shall set forth the scope of services for the fiscal year and amount of compensation which may be either based on contractor's fee schedule or fixed priced negotiated by the parties, and the deliverables, if any.

The Clerk & Comptroller does not guarantee, warrant, or represent that any number or any particular type of audit, agreed upon procedure, or consulting engagement will be assigned to the contractor under the terms of the contract. The Clerk & Comptroller shall have the sole discretion to select the audit, agreed upon procedure, or consulting engagement, if any, that may be assigned to the contractor.

Upon accepting any assignment, the contractor may be responsible for any of the following, as directed by the Inspector General:

- Refining audit, agreed upon procedures, or consulting project objectives, if necessary;
- Planning, fieldwork, and reporting in accordance with the Institute of Internal Auditors' Global Internal Audit Standards;
- Preparing work papers and documentation in a format acceptable to the Clerk & Comptroller;
- Developing flowcharts and/or narratives of the processes, including risks and controls; and,
- Identifying deficiencies and/or enhancement opportunities and proposing related recommendations.

Additional Requirements:

- The contractor shall regularly update the Inspector General and Clerk & Comptroller on any assignment, including any obstacle to timely completion of the assigned engagement.
- The contractor's personnel who performed any audit, agreement upon procedure, or consulting engagement shall be available upon reasonable notice for a period of ninety (90) days after the issuance of the final report to answer oral or written questions regarding the audit, agreed upon procedure, or consulting engagement.
- Work papers shall become the property of the Clerk & Comptroller. All working papers and reports shall be retained, at the contractor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Clerk & Comptroller of the need to extend the retention period. The contractor shall provide all working papers available to the Clerk & Comptroller upon request.
- The contractor shall exhibit the highest level of professional knowledge in gathering, evaluating, and communicating information about the activity or process its examining.
- The contractor shall maintain its independence and make a balanced assessment of all the relevant circumstances and not be unduly influenced by its own interests or by others in forming judgments.
- The contractor shall report significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Clerk & Comptroller.
- The contractor shall work closely with the Inspector General to ensure synergy of approach, to ensure minimal duplication of effort and ensure timely, economical, and effective completion of the Inspector General's Annual Audit Plan.

END OF SCOPE OF SERVICES

FORM OF PROPOSAL

This section identifies specific information which must be contained within your proposal and the order in which such information should be organized.

The information each proposer provides will be used to determine those proposers with perceived ability to perform the scope of services as stated in this Request for Proposal which may best meet the overall needs of the Clerk & Comptroller. The Clerk & Comptroller reserves the right to conduct a review with proposers reasonably likely of being selected for award and may be conducted for the purposes of clarification of both ability and benefit to the Clerk & Comptroller.

INFORMATION TO BE SUBMITTED

To qualify for any consideration, the proposer(s) must present proof of any licensing or certification which will be required by law to perform the services set out in the Scope of Services. If no licensing or certification is required, proposer shall indicate same.

All proposals found to be responsive will be considered by an evaluation committee.

The contents of each proposal will be **separated** and **arranged with tabs** in the same order as listed below and with the same subsection number in order to organize the response to each specific subsection.

1. Provide a cover page, general introductory statement, and table of contents. Provide proof of any licensing or certification required by law to perform the services and generally describe your proposal in summary form, or if no licensing or certification is required, indicate same.
2. Provide the completed and executed Forms included in this Request for Proposal:
 - Proposal Signature Form;
 - Public Entity Crimes Certification;
 - Qualifications, Credentials, Experience Reference Form;
3. Provide detailed explanation of proposer's approach to and understanding of the Scope of Services, with specific attention to how the proposer's qualifications and experience will best assist the Clerk & Comptroller in performing its constitutional auditing duties.
4. Demonstrate knowledge of all applicable federal, state, and local laws and regulations regarding standards set forth by the Institute of Internal Auditors (IIA) Government Accounting Standards Board (GASB), the generally accepted government auditing standards issued by the Comptroller General of the U.S. Government Accountability Office (GAO), the generally accepted auditing standards set forth by the American Institute of Certified Public Accountants, and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
5. Provide a description of your company's background and size. Include an organizational chart

depicting the structure, lines of authority, and communication for the team which will be interacting with the Clerk & Comptroller. Provide an overview of any key management changes over the past five (5) years. Describe any acquisitions or mergers within the last five (5) years, if applicable.

6. Identify the individual who will act as the program manager for this contract. Provide a personal resume which includes qualifications, training, and experience.

7. Identify key personnel who will be interacting with the Clerk & Comptroller. Do not include personnel that will not have a key role in providing services. Describe each person's respective area of expertise. For each identified person, provide a personal resume which includes qualifications, training, and experience.

8. Provide a copy of all business licenses required by local, state, and federal law as applicable. Additionally, provide proof of compliance and payment of all applicable local, state, and federal taxes and licenses. (Must provide evidence of compliance with all jurisdictions where services are performed.)

9. Provide any and all information concerning prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the proposer, any of its partners, employees or subcontractors is or has been involved within the last five (5) years.

10. Provide proposed fee schedule.

END OF FORM OF PROPOSAL

EVALUATION OF PROPOSALS

Evaluation of proposals will be conducted by an evaluation committee. The evaluation committee's goal will be to identify the proposal(s) which will overall best meet the needs of the Clerk & Comptroller as determined from the proposals received and subsequent investigation by the Clerk & Comptroller. The committee will consider the information requested in Form of Proposal Section for each responsive proposal submitted to ascertain the perceived ability of the proposer(s) to perform the scope of services as stated in this Request for Proposal. Once all proposals have been reviewed pursuant to the criterion in Form of Proposal Section, the evaluation committee will determine from the responses to this Request for Proposal and subsequent investigation as necessary, the proposer(s) most qualified to be selected to negotiate an agreement.

The evaluation committee will make a recommendation to the Clerk & Comptroller. The Clerk & Comptroller will review the recommendation and make the final determination of award. Upon determination of the Clerk & Comptroller, the Intent of Recommended Award will be posted in the same manner as the original Request for Proposal document was posted.

Companies shall be ranked on the following and scored according to the below percentage values:

40% - Experience/Expertise

This criterion shall be evaluated on the basis of the proposer's experience, references submitted, and specialization in areas that are relevant to the services described in this Request for Proposal.

40% - Methodology & Approach to Providing Services

This criterion shall be evaluated on the basis of proposer's detailed explanation of its approach to and understanding of the Scope of Services in this Request for Proposal and its demonstration of its knowledge of all applicable federal, state, and local laws and regulations.

20% - Price Proposal

END OF EVALUATION OF PROPOSALS

Proposal Signature Form

Walton County Clerk of the Circuit Court & Comptroller Request for Proposals for
Continuing Internal Audit Services

The undersigned represents that:

- (1) By signing the proposal, that s/he has the authority and approval of the legal entity purporting to submit the proposal and any additional documentation which may be required as the Joint Venture Agreement or Joint Venture affidavit, if applicable;
- (2) All facts and responses set forth in the proposal are true and correct;
- (3) The proposer which includes all companies included in a partnership or joint venture is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type proposer's information below:

Signature of Authorized Representative

Printed Name

Proposer (Name of entity submitting proposal)

Street Address

Email Address

Telephone Number

PUBLIC ENTITY CRIMES

**Sworn Statement Under Section 287.133(3)(a),
Florida Statutes, on Public Entity Crimes**

This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths:

This sworn statement is submitted to Crystal Sconiers, Walton County Clerk of the Circuit Court & Comptroller, by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

Whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____; (if the entity has no FEIN, include the Social Security Number of individual signing this sworn statement: _____).

I understand that a “public entity crime” as defined in Section 287.133(l)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to an 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 bid or contract for good 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.

I understand that “convicted” or “conviction” as defined in Section 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without 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.

I understand that an “affiliate” as defined in Section 287.133(l) (a)

Florida Statutes means:

A predecessor or successor of a person convicted of a public crime; or; 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.

I understand that “person” as defined in Section 287.133(l) (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 bids or applies to bid 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.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its 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 a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of

the State of Florida, Division of Administration Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I understand that the submission of this form to the contracting officer for the Public Entity identified in Paragraph ONE (#1) above is for that Public Entity only, and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the Public Entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two of any change in the information contained in this form.

Name of Proposer

By: _____

Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ___ day of _____, 20__.
Personally known to me ___, or produced the following identification as proof of identity. _____.

My Commission Expires:

Notary Public

Printed Notary Name
Commission Expires: _____

Qualifications, Credentials, Experience

Reference Form

Walton County Clerk of the Circuit Court & Comptroller Request for Proposals for
Continuing Internal Audit Services

CUSTOMER NAME #1	
CONTACT PERSON	TITLE
ADDRESS	CITY,STATE,ZIP CODE
PHONE NUMBER	SERVICE PERIOD
SERVICE DETAILS	

CUSTOMER NAME #2	
CONTACT PERSON	TITLE
ADDRESS	CITY,STATE,ZIP CODE
PHONE NUMBER	SERVICE PERIOD
SERVICE DETAILS	

CUSTOMER NAME #3	
CONTACT PERSON	TITLE
ADDRESS	CITY,STATE,ZIP CODE
PHONE NUMBER	SERVICE PERIOD
SERVICE DETAILS	