DIVISION OF ADMINISTRATION (DOA) KEY INTERNAL CONTROL OUTSOURCING CERTIFICATION FORM

<u>Instructions</u>: Prior to services being provided relative to an outsourced function and/or entering into a contract or agreement with an outside service organization/vendor, this form needs to be completed by <u>any</u> DOA section or agency. Once completed, submit to the Office of Finance and Support Services (OFSS) Budget Section.

DOA SECTION OR AGENCY: NAME OF OUTSIDE SERVICE ORGANIZATION/VENDOR:		
2.	What is the core mission?	
3.	Is a key internal control being outsourced? YES or NO	
4.	If the answer to Question #3 is <u>NO</u> , provide documentation as to why this contract is not considered outsourcing of a key internal control.	

5.	If the answer to Question #3 is <u>YES</u> , describe the Key Internal Control being outsourced.
6.	If a key internal control is being outsourced, what independent assurances have been provided by the outside service organization that their key internal control is being administered properly?
7.	Is there a cost involved in obtaining these assurances from the vendor? YES or NO
8.	If the answer to Question #6 is <u>YES</u> , who will bear the costs of obtaining these assurances and was it included in the language of the contract?
9.	Has an inquiry been made to the outside service organization that they already have a SSAE 16 Review? If so, has it been addressed in the contract?

	That procedures are in place in monitoring the results of the assurances obtained from e vendor?
	ow will the agency ensure that the results of the assurances required from the vendor e being reviewed?
I certify mission.	hat the information above is accurate and in line with DOA section or agency core
	view/approval: e: Date: