

**DEPARTMENT OF NATURAL RESOURCES (DNR)
KEY INTERNAL CONTROL OUTSOURCING CERTIFICATION FORM**

Instructions: *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 must be completed by the DNR Office. Once completed, submit to Fiscal - Administrative Services Section.*

DNR Office: _____

NAME OF OUTSIDE SERVICE

ORGANIZATION/VENDOR: _____

1. Provide a detailed description of the scope of services to be provided by the outside service organization.

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 **NO**, provide documentation as to why this contract is not considered outsourcing of a key internal control.

5. If the answer to Question #3 is **YES**, 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 (refer to Outsourcing of Key Controls, Assessment procedures Section)?

7. Is there a cost involved in obtaining these assurances from the vendor? **YES or NO**

8. If the answer to Question #7 is **YES**, 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 Statement on Standards for Attestation Engagements (SSAE) 16 Review? If so, has it been addressed in the contract?

10. What procedures are in place to monitor the results of the assurances obtained from the vendor?

11. How will the agency ensure that the results of the assurances required from the vendor are being reviewed?

_____ *Date:* _____

I certify that the information above is accurate and in line with the DNR Office core mission.

Fiscal - Administrative Services review/approval:

Signature: _____ *Date:* _____