

**FIRST AMENDMENT TO THE TERMS OF ENGAGEMENT**  
**External Auditor Services**

**THIS FIRST AMENDMENT TO THE TERMS OF ENGAGEMENT** (the Contract) dated June 17, 2022 (Contract No. C22-3222-BCC), by and between Okaloosa County, Florida (the Client) and Warren Averett, LLC. for services provided for the year ended September 30, 2022, amends the Contract as follows:

1. Attachment I to the Contract shall be increased for the fiscal year 2023 by an amount not to exceed \$ 24,000.00 due to unexpected conditions during the current audit associated with GASB 87 Implementation (Lease Accounting) and the Florida Sheriff's Benefit Trust Self Insurance Cost Sharing Plan (Sheriff's Office and Tax Collector). The updated total amount for the fiscal year 2023 audit fee shall be \$ 284,100.00.
2. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this amendment on the respective dates under each signature.

WARREN AVERETT

BY: Angela D. Balent  
Angela D. Balent

Date: 2-14-2023

OKALOOSA COUNTY

By: Robert A. "Trey" Goodwin, III  
Chairman

Date: February 21, 2023



**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: <u>C22-3223-BCC</u>	Tracking Number: <u>4841-23</u>
Procurement/Contractor/Lessee Name: <u>Wanda Averett</u>	Grant Funded: YES ___ NO <u>X</u>
Purpose: <u>Amendment #7</u>	
Date/Term: <u>9-30-25 w/ 2 yr renewal</u>	<input checked="" type="checkbox"/> GREATER THAN \$100,000
Department #: <u>0114</u>	2. <input type="checkbox"/> GREATER THAN \$50,000
Account #: <u>532001</u>	3. <input type="checkbox"/> \$50,000 OR LESS
Amount: <u>280,100.00 updated total</u>	
Department: <u>BCC</u>	Dept. Monitor Name: <u>Hofstad</u>

<b>Purchasing Review</b>	
Procurement or Contract/Lease requirements are met: <u>[Signature]</u>	Date: <u>2-14-23</u>
Purchasing Manager or designee: _____	DeRita Mason, Erin Poole, Amber Hammonds

<b>2CFR Compliance Review (if required)</b>	
Approved as written: <u>no needed hds</u>	Grant Name: _____
Grants Coordinator: _____	Date: _____
Suzanne Ulloa	

<b>Risk Management Review</b>	
Approved as written: <u>see email attached</u>	Date: <u>2-15-23</u>
Risk Manager or designee: _____	Lydia Garcia

<b>County Attorney Review</b>	
Approved as written: <u>see email attached</u>	Date: <u>2-14-23</u>
County Attorney: _____	Lynn Hoshihara, Kerry Parsons or Designee

<b>Department Funding Review</b>	
Approved as written: _____	Date: _____

<b>IT Review (if applicable)</b>	
Approved as written: _____	Date: _____

## DeRita Mason

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**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Tuesday, February 14, 2023 2:32 PM  
**To:** DeRita Mason; Sheila Fitzgerald  
**Cc:** Lynn Hoshihara NGN-Tally  
**Subject:** RE: Warren Averett Contract

This is approved for legal purposes.

**Kerry A. Parsons, Esq.**

**Nabors  
Giblin &  
Nickerson**

1500 Mahan Dr. Ste. 200  
Tallahassee, FL 32308  
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[Kparsons@ngn-tally.com](mailto:Kparsons@ngn-tally.com)

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**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Tuesday, February 14, 2023 3:30 PM  
**To:** Sheila Fitzgerald <sfitzgerald@myokaloosa.com>; Parsons, Kerry <KParsons@ngn-tally.com>  
**Cc:** Hoshihara, Lynn <lhoshihara@ngn-tally.com>  
**Subject:** RE: Warren Averett Contract

Thank you, Kerry, can I get a final approval email?  
Thank you,

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CPP  
Purchasing Manager  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
(850) 689-5960

## DeRita Mason

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**From:** Karen Donaldson  
**Sent:** Wednesday, February 15, 2023 10:34 AM  
**To:** DeRita Mason  
**Cc:** Jacqueline Matichuk  
**Subject:** RE: Warren Averett Contract

This is approved by risk.

Thank you

*Karen Donaldson*

Karen Donaldson  
Risk Manager  
Okaloosa County Risk Management  
302 N Wilson Street, Suite 301  
Crestview, Fl. 32536  
850.689.5978 / 850.585.8915 Cell  
[KDonaldson@myokaloosa.com](mailto:KDonaldson@myokaloosa.com)



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<http://www.myokaloosa.com/wellness>

*Please note: Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.*

**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Tuesday, February 14, 2023 11:33 AM  
**To:** Jacqueline Matichuk <jmatichuk@myokaloosa.com>  
**Cc:** Karen Donaldson <kdonaldson@myokaloosa.com>  
**Subject:** FW: Warren Averett Contract

Ladies,  
Please review and approve the attached amendment.  
Thank you,