



CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

| | | |
|---|--|--|
| 1. Contractor: WOOD | | 2. Amount: N/A |
| 3. Fund/Account #: | 4. Department Name: Natural Resources | |
| 5. Contract Description: Continuing Professional Engineering Services- Service A | | |
| 6. Contract Monitor: Mary Blakely | | 8. Contract Type: CONSULTANT |
| 7. Dept/Office Director: Virginia Barker | | |
| 9. Type of Procurement: Other | | |

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u> | <u>NO</u> | <u>SIGNATURE</u> |
|----------------------|-------------------------------------|--------------------------|------------------|
| User Agency | <input checked="" type="checkbox"/> | <input type="checkbox"/> | _____ |
| Purchasing | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Risk Management | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| County Attorney | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u> | <u>NO</u> | <u>SIGNATURE</u> |
|----------------------|-------------------------------------|--------------------------|---|
| User Agency | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Carolina Alvarez <small>Digitally signed by Carolina Alvarez Date: 2023.01.10 10:46:35 -05'00'</small> _____ |
| Purchasing | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Risk Management | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| County Attorney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Balser, Heather <small>Digitally signed by Balser, Heather Date: 2023.01.17 14:35:29 -05'00'</small> _____ |

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

| CM DATABASE REQUIRED FIELDS | Complete ✓ |
|---|--------------------------|
| Department Information | <input type="checkbox"/> |
| Department | <input type="checkbox"/> |
| Program | <input type="checkbox"/> |
| Contact Name | <input type="checkbox"/> |
| Cost Center, Fund, and G/L Account | <input type="checkbox"/> |
| Vendor Information (SAP Vendor #) | <input type="checkbox"/> |
| Contract Status, Title, Type, and Amount | <input type="checkbox"/> |
| Storage Location (SAP) | <input type="checkbox"/> |
| Contract Approval Date, Effective Date, and Expiration Date | <input type="checkbox"/> |
| Contract Absolute End Date (No Additional Renewals/Extensions) | <input type="checkbox"/> |
| Material Group | <input type="checkbox"/> |
| Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract) | <input type="checkbox"/> |
| "Right To Audit" Clause Included in Contract | <input type="checkbox"/> |
| Monitored items: Uploaded to database (Insurance, Bonds, etc.) | <input type="checkbox"/> |