



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

<b>1. Contractor:</b> N/A		<b>2. Amount:</b>	
<b>3. Fund/Account #:</b> 1490-298033		<b>4. Department Name:</b> Housing and Human Services	
<b>5. Contract Description:</b> HS-028 Policy			
<b>6. Contract Monitor:</b> Cindy Short		<b>8. Contract Type:</b>  INTERGOVT/LOCAL	
<b>7. Dept/Office Director:</b> Ian Golden			
<b>9. Type of Procurement:</b> Other			

## SECTION II - REVIEW AND APPROVAL TO ADVERTISE

### APPROVAL

#### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒
☐

\_\_\_\_\_

Purchasing

☐
☐

\_\_\_\_\_

Risk Management

☐
☐

\_\_\_\_\_

County Attorney

☐
☐

\_\_\_\_\_

## SECTION III - REVIEW AND APPROVAL TO EXECUTE

### APPROVAL

#### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒
☐

Golden, Ian

Digitally signed by Golden, Ian  
Date: 2023.01.18 16:44:52 -05'00'

Purchasing

☐
☐

\_\_\_\_\_

Risk Management

☒
☐

*Summer & Wyllie-Vitt*

Digitally signed by Wyllie-Vitt, Summer  
Date: 2023.01.18 16:42:42 -05'00'

County Attorney

☐
☐

\_\_\_\_\_

## 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"/>