



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

1. Contractor: Florida Division of Emergency Management		2. Amount: \$105,806.00	
3. Fund/Account #: 1700/303001		4. Department Name: Emergency Management	
5. Contract Description: Emergency Management Preparedness Assistance Grant			
6. Contract Monitor: Chris Eliadis		8. Contract Type: GRANT <input type="button" value="v"/>	
7. Dept/Office Director: John Scott			
9. Type of Procurement: Exempt from Competition			

## SECTION II - REVIEW AND APPROVAL TO ADVERTISE

### APPROVAL

#### COUNTY OFFICE

YES

NO

#### SIGNATURE

User Agency

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Purchasing

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Risk Management

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County Attorney

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## SECTION III - REVIEW AND APPROVAL TO EXECUTE

### APPROVAL

#### COUNTY OFFICE

YES

NO

#### SIGNATURE

User Agency

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Scott, John

Digitally signed by Scott, John  
Date: 2023.02.27 11:34:18 -05'00'

Purchasing

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Bowers, Mary

Digitally signed by Bowers, Mary  
Date: 2023.02.27 07:45:36 -05'00'

Risk Management

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*Summer & Wyllie-Vitt*

Digitally signed by Wyllie-Vitt, Summer  
Date: 2023.02.23 15:42:26 -05'00'

County Attorney

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Behl-Hill, Louise

Digitally signed by Behl-Hill, Louise  
Date: 2023.02.22 14:33:38 -05'00'

## 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"/>