

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

SOLICITATION AND CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Wings of Grace Ministries, Inc-Affordable Housing		2. Amount: \$41,475.00
3. Fund/Account #: 1255/3245117	4. Department Name: Planning & Development	
5. Contract Description: Educational Facilities Impact Fee Deferral Agreement		
6. Contract Monitor: Naomi Adkins-Hicks	8. Contract Type: TERM CONTRACT	
7. Dept/Office Director: Billy Prasad- Planning /Development Director		
9. Type of Procurement: Other		

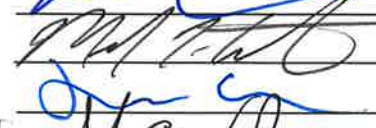
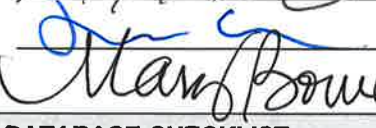
SECTION II - REVIEW AND APPROVAL TO ADVERTISE A FORMAL SOLICITATION

APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	☒	☐	_____
Purchasing	☐	☐	_____
Risk Management	☐	☐	_____
County Attorney	☐	☐	_____

SECTION III - REVIEW AND APPROVAL TO EXECUTE CONTRACT, CONTRACT EXTENSION AND AMENDMENT

APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	☒	☐	
Risk Management	☒	☐	
County Attorney	☒	☐	
Purchasing Services	☒	☐	 10/3/25

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

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