

BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS

**CONTRACT REVIEW AND APPROVAL FORM**

**SECTION I - GENERAL INFORMATION**

1. Contractor:	COASTAL HEALTH SYSTEMS OF BREVARD-NEW AGREEMENT	2. Amount:	
3. Fund/Account #:	1351/5340000	4. Department Name:	BCFR
5. Contract Description: INTER-FACILITY/MARCHMAN-BAKER TRANSPORT SERVICES			
6. Contract Monitor:	ASSISTANT CHIEF ORLANDO DOMINGUEZ/PAMELA BARRETT	8. Contract Type:	
7. Dept/Office Director:	MARK SCHOLLMAYER, FIRE CHIEF	SERVICES	
9. Type of Procurement: Select from pulldown:			

**SECTION II - REVIEW AND APPROVAL TO ADVERTISE**

**APPROVAL**

COUNTY OFFICE	YES	NO	SIGNATURE
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 - CONTRACTS MANAGEMENT DATABASE CHECKLIST**

**APPROVAL**

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dominguez, Orlando Digitally signed by Dominguez, Orlando Date: 2020.04.02 13:05:11 -04'00'
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Shelley D. Lairsey</i> 11 Aug 2020 Digitally signed by Lairsey, Matt Date: 2020.07.20 14:38:20 -04'00'
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Matthew J. Achweak</i> 08-11-20

**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"/>