

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Patrick Space Force Base		2. Amount:	
3. Fund/Account #:		4. Department Name: BCFR	
5. Contract Description: Provide EMS Transport Services			
6. Contract Monitor: Orlando Dominguez/Janine Ernst		8. Contract Type: INTERGOVT/FEDERAL	
7. Dept/Office Director: Patrick Voltaire, Fire Chief			
9. Type of Procurement: 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

☒☐

Dominguez, Orlando Digitally signed by Dominguez, Orlando
Date: 2024.10.16 15:55:27 -04'00'

Purchasing

☐☐

Wall, Katherine Digitally signed by Wall, Katherine
Date: 2024.10.28 08:16:07 -04'00'

Risk Management

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County Attorney

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Shetrecas 10/25/2024

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"/>