



# SOLICITATION AND CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

1. <b>Contractor:</b> Teale New Haven LLC/ BCSB/BOCC		2. <b>Amount:</b> \$136,465.00	
3. <b>Fund/Account #:</b> 1256/R30226/3245110		4. <b>Department Name:</b> Planning & Development	
5. <b>Contract Description:</b> Tri-party agreement for the reduction of Educational Impact Fees			
6. <b>Contract Monitor:</b> Naomi Adkins-Hicks		8. <b>Contract Type:</b>	
7. <b>Dept/Office Director:</b> Billy Prasad		INTERGOVT/LOCAL	
9. <b>Type of Procurement:</b> Other			

## SECTION II - REVIEW AND APPROVAL TO ADVERTISE A FORMAL SOLICITATION

### APPROVAL

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

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

### APPROVAL

<u>COUNTY OFFICE</u>	<u>YES</u>	<u>NO</u>	<u>SIGNATURE</u>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prasad, Billy <small>Digitally signed by Prasad, Billy Date: 2025.06.23 10:21:15 -04'00'</small>
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Watson, Michael <small>Digitally signed by Watson, Michael Date: 2025.06.25 15:07:30 -04'00'</small>
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Caron, Justin <small>Digitally signed by Caron, Justin Date: 2025.06.23 10:24:00 -04'00'</small>
Purchasing Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bowers, Mary <small>Digitally signed by Bowers, Mary Date: 2025.06.26 07:38:33 -04'00'</small>

## 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"/>