CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Federal Transit Administration	**2. Amount:** 0
3. Fund/Account #: 4135-363431	**4. Department Name:** Transit Services
5. Contract Description: FTA FY 2025 Certifications and Assurances	
6. Contract Monitor: Yvonne Miles	**8. Contract Type:**
7. Dept/Office Director: Terry Jordan	INTERGOVT/FEDERAL
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	☑	☐	Jordan, Terry	Digitally signed by Jordan, Terry Date: 2025.07.10 08:17:03 -04'00'
Purchasing	☐	☐		
Risk Management	☑	☐	Watson, Michael	Digitally signed by Watson, Michael Date: 2025.07.09 16:15:35 -04'00'
County Attorney	☑	☐	Balser, Heather	Digitally signed by Balser, Heather Date: 2025.07.09 09:24:45 -04'00'

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.)	☐