



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

|                                                                                                              |  |                                                       |
|--------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------|
| <b>1. Contractor:</b> Housing Authority of Brevard County (HABC)                                             |  | <b>2. Amount:</b> N/A                                 |
| <b>3. Fund/Account #:</b> N/A                                                                                |  | <b>4. Department Name:</b> Housing and Human Services |
| <b>5. Contract Description:</b> Request Support for Disposition and Transfer of Lake View Pointe by the HABC |  |                                                       |
| <b>6. Contract Monitor:</b> N/A                                                                              |  | <b>8. Contract Type:</b><br><br>INTERGOVT/FEDERAL     |
| <b>7. Dept/Office Director:</b> Juanita Jackson, Director                                                    |  |                                                       |
| <b>9. Type of Procurement:</b> Other                                                                         |  |                                                       |

## SECTION II - REVIEW AND APPROVAL TO ADVERTISE

### APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u>               | <u>NO</u>                | <u>SIGNATURE</u> |
|----------------------|--------------------------|--------------------------|------------------|
| User Agency          | <input 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 - REVIEW AND APPROVAL TO EXECUTE

### APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u>                          | <u>NO</u>                | <u>SIGNATURE</u>                                                                                           |
|----------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| User Agency          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Jackson, Juanita <small>Digitally signed by Jackson, Juanita<br/>Date: 2026.07.24 15:03:58 -04'00'</small> |
| Purchasing           | <input type="checkbox"/>            | <input type="checkbox"/> |                                                                                                            |
| Risk Management      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Watson, Michael <small>Digitally signed by Watson, Michael<br/>Date: 2026.07.27 11:42:30 -04'00'</small>   |
| County Attorney      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                                                                                            |

## SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

| <b>CM DATABASE REQUIRED FIELDS</b>                                                                                                              | <b>Complete ✓</b>        |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 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"/> |