

BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS

**CONTRACT REVIEW AND APPROVAL FORM**

**SECTION I - GENERAL INFORMATION**

1. Contractor: Florida Division of Emergency Management	2. Amount: 1,000,000.00
3. Fund/Account #: 1700 303018	4. Department Name: Emergency Mgmt
5. Contract Description: Local EM and Mitigation Initiatives Agreement for New EOC *Modification as to 2020 site construction and other construction	
6. Contract Monitor: John Scott	8. Contract Type:
7. Dept/Office Director: John Schott	GRANT <input checked="" type="checkbox"/>
9. Type of Procurement: Other	<input type="checkbox"/>

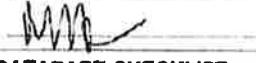
**SECTION II - REVIEW AND APPROVAL TO ADVERTISE**

**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 - REVIEW AND APPROVAL TO EXECUTE**

**APPROVAL**

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 7 Sep 21
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**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"/>