



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

<b>1. Contractor:</b> SAP Public Services, Inc.		<b>2. Amount:</b> \$1,123,997.28
<b>3. Fund/Account #:</b> 5011 / 389112	<b>4. Department Name:</b> Information Technology	
<b>5. Contract Description:</b> SAP Order Form No. 3062672147 SAP S/4 HANA Cloud Services		
<b>6. Contract Monitor:</b> Lois Boisseau		<b>8. Contract Type:</b>  SERVICES
<b>7. Dept/Office Director:</b> Jeff McKnight		
<b>9. Type of Procurement:</b> Other		

## SECTION II - REVIEW AND APPROVAL TO ADVERTISE

### APPROVAL

#### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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Purchasing

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Risk Management

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County Attorney

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## SECTION III - REVIEW AND APPROVAL TO EXECUTE

### APPROVAL

#### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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McKnight, Jeff

Digitally signed by McKnight, Jeff  
Date: 2024.04.15 09:01:24 -04'00'

Purchasing

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Bowers, Mary

Digitally signed by Bowers, Mary  
Date: 2024.04.17 08:37:47 -04'00'

Risk Management

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Watson, Michael

Digitally signed by Watson, Michael  
Date: 2024.04.16 16:11:24 -04'00'

County Attorney

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Esseesse, Alexander

Digitally signed by Esseesse, Alexander  
Date: 2024.04.17 09:25:08 -04'00'

## 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"/>