

BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

1. Contractor:	Florida Department of Environmental Protection	2. Amount:	
3. Fund/Account #:	1260	4. Department Name:	Natural Resources
5. Contract Description: WG012 - Sykes Creek Zone R Septic-to-Sewer Grant			
6. Contract Monitor:	Anthony Gubler	8. Contract Type:	
7. Dept/Office Director:	Virginia Barker	GRANT	
9. Type of Procurement: Other			

## 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 - CONTRACTS MANAGEMENT DATABASE CHECKLIST

### APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gubler, Anthony Digitally signed by Gubler, Anthony Date: 2022.12.27 14:29:14 -05'00'
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wall, Katherine Digitally signed by Wall, Katherine Date: 2023.05.04 16:42:06 -04'00'
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wilson, Shannon Digitally signed by Wilson, Shannon Date: 2022.12.29 08:31:25 -05'00'
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Balser, Heather Digitally signed by Balser, Heather Date: 2023.03.14 12:42:55 -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"/>