

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

| | | | |
|--|--|----------------------------------|--------------------------------|
| 1. Contractor: N/A | | 2. Amount: \$300,000 | |
| 3. Fund/Account #: 1700 | | 4. Department Name: Public Works | |
| 5. Contract Description: FDOT LAP Intelligent Transportation Systems | | | |
| 6. Contract Monitor: Jeanette Scott | | | 8. Contract Type: GRANT |
| 7. Dept/Office Director: Marc Bernath | | | |
| 9. Type of Procurement: Select from pull-down: | | | |

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"/> | Thomas-Wood, Tammy <small>Digitally signed by Thomas-Wood, Tammy DN: cn=Thomas-Wood, Tammy, o=Brevard County, ou=County Administration Date: 2023.04.13 13:03:35 -04'00'</small> |
| Purchasing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>Handwritten Signature</i> 4/28/23 |
| Risk Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Watson, Michael <small>Digitally signed by Watson, Michael Date: 2023.04.13 13:03:35 -04'00'</small> |
| County Attorney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Esseesse, Alexander <small>Digitally signed by Esseesse, Alexander Date: 2023.04.12 17:14:37 -04'00'</small> |

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

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