



**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

| | |
|--------------------------|---------------------|
| 1. Contractor: | |
| 2. Fund/Account #: | 3. Department Name: |
| 4. Contract Description: | |
| 5. Contract Monitor: | 7. Contract Type: |
| 6. Dept/Office Director: | |

SECTION II – REVIEW AND APPROVAL TO ADVERTISE

| <u>COUNTY OFFICE</u> | <u>APPROVAL</u> | | <u>SIGNATURE</u> | <u>DATE</u> |
|----------------------|-----------------|-----------|------------------|-------------|
| | <u>YES</u> | <u>NO</u> | | |
| User Agency | | | _____ | _____ |
| Risk Management | | | _____ | _____ |
| County Attorney | | | _____ | _____ |

SECTION III – REVIEW AND APPROVAL TO EXECUTE

| <u>COUNTY OFFICE</u> | <u>APPROVAL</u> | | <u>SIGNATURE</u> | <u>DATE</u> |
|----------------------|-----------------|-----------|------------------|-------------|
| | <u>YES</u> | <u>NO</u> | | |
| User Agency | | | _____ | _____ |
| Risk Management | | | _____ | _____ |
| County Attorney | | | _____ | _____ |

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

| <u>CM DATABASE REQUIRED FIELDS</u> | <u>Complete</u> ✓ |
|--|-------------------|
| Department Information | |
| Department | |
| Program | |
| Contact Name | |
| Cost Center, Fund, and G/L Account | |
| Vendor Information (SAP Vendor #) | |
| Contract Status | |
| Contract Title | |
| Contract Type | |
| Contract Amount | |
| Storage Location (SAP) | |
| Contract Approval Date | |
| Contract Effective Date | |
| Contract Expiration Date | |
| Contract Absolute End Data (No Additional Renewals/Extensions) | |
| Material Group | |
| Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management Approval; Signed/Executed Contract) | |
| "Right To Audit" Clause Included in Contract | |
| Monitored items: Uploaded to database (Insurance, Bonds, etc.) | |