

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## CONTRACT REVIEW AND APPROVAL FORM

### SECTION I - GENERAL INFORMATION

1. Contractor: East Central Florida Regional Planning Council		2. Amount: \$70,000.00
3. Fund/Account #: 0004	4. Department Name: Natural Resources	
5. Contract Description: Services for Resiliency Planning Grant 2020		
6. Contract Monitor: Darcie McGee	8. Contract Type:  INTERGOVT/STATE	
7. Dept/Office Director: Virginia Barker		
9. Type of Procurement: Exempt from Competition		

### SECTION II - REVIEW AND APPROVAL TO ADVERTISE

#### APPROVAL

#### COUNTY OFFICE

YES

NO

#### SIGNATURE

User Agency

☒
☐

Calkins, Tad

Digitally signed by Calkins, Tad  
DN: cn=Calkins, Tad, email=calkins@brevard.gov  
Date: 2020.08.12 14:32:22 -0400

Purchasing

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Risk Management

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County Attorney

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### SECTION III - CONTRACTS MANAGEMENT DATABASE CHECKLIST

#### APPROVAL

#### COUNTY OFFICE

YES

NO

#### SIGNATURE

User Agency

☐
☐

Barker, Virginia

Digitally signed by Barker, Virginia  
Date: 2020.08.12 13:13:01 -0400

Purchasing

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Risk Management

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County Attorney

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*[Handwritten Signature]*  
*[Handwritten Signature]* 8/24/2020

### 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"/>