

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## **CONTRACT REVIEW AND APPROVAL FORM**

### **SECTION I - GENERAL INFORMATION**

|   |   |                         |
|---|---|-------------------------|
| <b>1. Contractor:</b> Brevard County Board of County Commissioners  |   | <b>2. Amount:</b> None. |
| <b>3. Fund/Account #:</b> None  | <b>4. Department Name:</b> Housing and Human Services |                         |
| <b>5. Contract Description:</b> HUD Urban County Agreements, Existing Automatic Renewal, 7 Municipalities |   |                         |
| <b>6. Contract Monitor:</b> Alan Woolwich, Housing & Human Services                                       | <b>8. Contract Type:</b><br><br>INTERGOVT/FEDERAL     |                         |
| <b>7. Dept/Office Director:</b> Housing & Human Services, Ian Golden                                      |   |                         |
| <b>9. Type of Procurement:</b> Select from pulldown:  |   |                         |

### **SECTION II - REVIEW AND APPROVAL TO ADVERTISE**

#### **APPROVAL**

| <u><b>COUNTY OFFICE</b></u> | <u><b>YES</b></u>                   | <u><b>NO</b></u>         | <u><b>SIGNATURE</b></u> |
|-----------------------------|-------------------------------------|--------------------------|-------------------------|
| 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**

| <u><b>COUNTY OFFICE</b></u> | <u><b>YES</b></u>                   | <u><b>NO</b></u>         | <u><b>SIGNATURE</b></u>   |
|-----------------------------|-------------------------------------|--------------------------|---|
| User Agency                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Golden, Ian<br><small>Digitally signed by Golden, Ian<br/>Date: 2021.08.30 12:13:00 -04'00'</small>         |
| Purchasing                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Darling, Steven<br><small>Digitally signed by Darling, Steven<br/>Date: 2021.08.30 14:49:07 -04'00'</small> |
| Risk Management             | <input type="checkbox"/>            | <input type="checkbox"/> |   |
| County Attorney             | <input type="checkbox"/>            | <input type="checkbox"/> |   |

### **SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST**

| <b>CM DATABASE REQUIRED FIELDS</b>  | <b>Complete ✓</b>                   |
|---|-------------------------------------|
| Department Information  | <input checked="" type="checkbox"/> |
| Department  | <input checked="" type="checkbox"/> |
| Program   | <input type="checkbox"/>            |
| Contact Name  | <input checked="" 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 checked="" 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"/>            |