

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

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

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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☐

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

☒
☐

Golden, Ian

Digitally signed by Golden, Ian
Date: 2021.08.30 12:13:00 -04'00'

Purchasing

☐
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Risk Management

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Julie Jones

Digitally signed by Julie Jones
Date: 2021.08.30 15:59:55 -04'00'

County Attorney

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SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

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