

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

| | | | |
|--|--|--|--|
| 1. Contractor: AUE Staffing, Inc. | | 2. Amount: \$77,000+/- Annually | |
| 3. Fund/Account #: | | 4. Department Name: Parks & Recreation | |
| 5. Contract Description: Contracted Workers & Background Investigation Check Service Agreement | | | |
| 6. Contract Monitor: Melissa Renninger | | 8. Contract Type: | |
| 7. Dept/Office Director: Mary Ellen Donner | | SERVICES | |
| 9. Type of Procurement: Request for Qualifications (RFQ) | | | |

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u> | <u>NO</u> | <u>SIGNATURE</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 - 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"/> | Renninger, Melissa <small>Digitally signed by Renninger, Melissa Date: 2021.08.25 15:47:25 -04'00'</small> |
| Purchasing | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Risk Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lairsey, Matt <small>Digitally signed by Lairsey, Matt Date: 2021.08.25 16:18:32 -04'00'</small> |
| County Attorney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rogers, Robin <small>Digitally signed by Rogers, Robin Date: 2021.08.25 16:21:04 -04'00'</small> |

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"/> |

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SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

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|----------------------|-------------------------------------|--------------------------|------------------|
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| 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"/> | Renninger, Melissa <small>Digitally signed by Renninger, Melissa Date: 2021.08.25 15:47:25 -04'00'</small> |
| Purchasing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Darling, Steven <small>Digitally signed by Darling, Steven Date: 2021.08.26 08:20:00 -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

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