

CONTRACT AND VENDOR MANAGEMENT
CONTRACT FILE REVIEW CHECKLIST

DATE: _____

Vendor Name: _____

Contract # _____ Contract Period: _____ Contract Amount: _____

Business Unit: _____ Business Unit Contact: _____

Contract Manager: _____ Contract Administrator: _____

New Contract Renewal Extension Amendment Amendment # _____

Method of Procurement: RFP ITN ITB Single/Sole Source Emergency PO

Procurement ID# _____ Procurement Officer: _____

Method of Payment: Fixed Price Cost Reimbursement Performance Based

REQUIREMENTS	YES	NO	N/A	COMMENTS
1. Budget Review Committee or Project Value Proposition approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Completed Conflict of Interest Form(s) attached for Vendor and Agency Employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Non-disclosure agreements completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Procurement method identified correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Copy of competitive solicitations attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Copy of winning bid/reply attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Vendor registration with Florida Department of State. (> \$100K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Purchase order/invoice or requisition documentation attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Required level of insurance provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Copy of consent agenda attached (>\$100K)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Transfer Sheet completed and attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Agency name and address are correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Standard Terms and Conditions language included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Contract Term – Contract Start and End Dates complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. No automatic renewal language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Contract amount complete or Not to Exceed amount included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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REQUIREMENTS	YES	NO	N/A	COMMENTS
17. Specific contract deliverables, tasks and services included in contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Contract language does not require Agency to pay liquidated damages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Performance Measures language included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Contract contains cost saving language/measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Contract Manager specified/named in contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Vendor Point of Contact Information named in contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Signed by appropriate level authorized signatory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. All exhibits, attachments, and documents referenced in contract are attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Bond Documentation received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Contract Monitoring Tool attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Calendar of deliverables/milestones attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Notices section (who receives legal notices) completed for both Agency and Vendor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Letter of notification of executed contract attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Monitor/Review Date: _____ **Monitor/Reviewer:** _____

Findings/Comments/Summary _____

I certify that I have thoroughly reviewed the contract outlined on the attached document execution form and that all responses (YES, NO, or N/A) are accurate and based on documented proof.

Purchasing-CVM Employee Signature

Date

Printed Name

Title