DEP CONTRACT / GRANT REVIEW FORM

DEP Contract No. WM991 - ~~Original Contract / Agreement~~ A #1

CONTRACTOR / GRANTEE INFORMATION

Name	Physical & Remit Address	City, State, Zip	Contact Person	Phone	FY End	FEID
Texas A&M University	400 Harvey Mitchell Parkway South, Suite 300	College Station, Texas 77845-4375	Travis Young (Admin) Robin Brinkmeyer (Technical)	979-845-0206 (Admin) 409-741-7178 (Tech)	09/30	74-6000531

DEP CONTRACT / GRANT INFORMATION

DEP Contract/Grant No.:	WM991	DEP Original Contract / Grant Agreement:	N	Amendment No.:	
Funding Increment No.:					
Type:	☑ Services ☐ Grants ☐ Commodities ☐ Visitor Services ☐ Other Type			Procurement Method:	Exempt-Southern Assoc. Colleges
Change Order No.:		Is travel cost reimbursable?	N	DMS/Class Group:	991-378
Program Reference:	GOMA				
Grant Information	Are federal funds supporting this Contract?	Y	Are State funds supporting this contract being used as match to a federal grant?	N	
Enter Federal Grant here & CFDA# in FUNDING INFORMATION section.	11.473				
Land/Equipment Ownership	Are equipment purchases authorized under this Contract?	N	Will DEP retain ownership?		
Are land purchases authorized under Contract?	N	Will DEP/BOT retain ownership?			
Is this a Certified Minority Business?	N	If Yes, Certified MBE:		Registered Minority Business?	N
If Yes, Registered MBE Code:					

Contract Period				Payment Method
Contract Begin Date:	Execution	End Date:	~~January 16, 2013~~ March 15, 2013	☐ Cost Reimb. ☐ Cost Reimb./Fixed Fee ☑ Fixed Price ☐ Fee Schedule ☐ Advance Pyt.

Subject/Brief Description of Contract:

Study introduction of High-Risk HAB's to Gulf of Mexico vis ships' ballast water

FUNDING INFORMATION

Contract Ceiling Amount, if any	$0.00	Funding Change Type	○ Increase Funding Amount ○ Decrease Funding Amount ● No Change to Funding	Change Amount	$0.00	Contract Funding Amount	$8,024.24

Org Code	EO	Object Code	Fund/ FID	BE	Category	YR	GAA LI	CSFA/ CFDA	Rec. Type	Grant No.	OCA/ Module No.	Project No.	Amount
37304040000	LR	132600	261019	37300100	140076	12	16488	11.473	N/A	F0973		WM991	$8,024.24

Specify County or Counties where work is being performed.	For projects containing an object code of 75XXXX or 79XXXX, CFSA or CFDA and Recipient Type must be completed.	Journal Transfer Info (29 digit code)	B/F Object
Out-of-state			

MANAGEMENT INFORMATION

Division/District/Office:	DEAR	Bureau/Office:	BARS
Contract Manager:	Kate Muldoon	Phone No. of Manager:	850-245-8579
Mail Station #:	3525		

REVIEW AND EXECUTION INFORMATION

Review Role	Approved By - Signature	Date Approved
Contract Manager:	[illegible]	1/25/2013
Budget Representative:	[illegible]	1.29.2013
Bureau Chief:	[illegible]	1/28/13
Division/District Director:	[illegible]	1/29/13
Quality Assurance:	N/A	
Contracts Administrator:	[illegible]	1/15/13
General Counsel:	[illegible]	
Division/District IRM:	N/A	
Department CIO:	N/A	

Identify Delegation of Authority for Person Executing Contract:

Reviewer Comments & Checks *(for Procurement Section use only)*

RUSH

Extension to March 15, 2013

Procurement Initials

JR

	DOS Registered? ☑ Y ☐ N/A
☑ Required	MFMP Registered?
	Transaction Fee Exemption Form? ☑ Y ☐ N/A
☑ Required	Vendor/Recipient Relationship Checklist?
	Insurance Certificates? ☑ Y ☐ N/A
☑ Required	Summary of Contractual Services Agreement (CSA) Form?
Other Requirements?	

DEP 55-203 (10/2008)

CONTRACT/GRANT REVIEW PROCESS

Note: The Contract/Grant Review Process should only be initiated after the Department's Procurement Section has developed and/or approved the contractual agreement. The purpose of this review process is to demonstrate concurrence with the contractual or grant agreement as written. It is the Contract/Grant Manager's responsibility to insure that the Contract/Grant Review Process has been completed prior to contract/grant execution.

Position	Purpose/Requirement
Contract/Grant Manager	Signature indicates concurrence with the contract or grant agreement as written. If the Contract/Grant Manager has the authority to execute contracts/grant agreements, he/she must not do so. Someone with proper delegated authority in a supervisory role over the Contract/Grant Manager must be responsible for contract/grant agreement execution.
Budget Representative	Signature indicates concurrence with the payment arrangements included in the contract/grant, including the funding sources depicted on the Contract/Grant Review Form. If changes to the funding information are made, the Procurement Section must be contacted regarding possible impacts to the contract or grant agreement language as a result of the funding change.
Bureau Chief or Comparable Position	Signature indicates concurrence with the contract or grant agreement as written. If the Bureau Chief is delegated authority to execute the contract or grant agreement, review and approval by the Division/District Director may not be required.
Division/District Director	Signature indicates concurrence with the contract or grant agreement as written. If the Bureau Chief is delegated authority to execute the contract or grant agreement, then the review and approval of the Division/District Director may not be required.
Quality Assurance	Signature demonstrating concurrence with the quality assurance language contained in the contract must be obtained in cases where water, soil or air sampling and/or analysis will performed under the contract. The Division of Air Resources Management will be responsible for approving all quality assurance language regarding air sampling/analysis activities. The Environmental Assessment Section with the Division of Environmental Assessment and Restoration will be responsible for approving all quality assurance language regarding water and soil sampling/analysis activities.
Contracts Administrator	Unless specifically waived by DEP Directives 315, 316, and 317, review and approval by the Department's Contract Administrator (Procurement Administrator or designee) is required on all agency contracts.
General Counsel	The Office of General Counsel is required to review and approve all Department contracts or grant agreements which exceed the purchasing threshold category three. In addition, review and approval of contracts and grant agreements funded with federal dollars which fall under the purchasing threshold category three must be conducted by the General Counsel's Office. The Office of General Counsel reviews and approves contracts or grant agreements regarding form and legality. Review/approval by the Office of General Counsel is not required for state funded activities which utilize DEP 55-205 and are not in excess of Purchasing Category Three.
Division/District IRM and Department CIO	Approval required for contracts or grant agreements in which the Department is procuring information technology goods or services.

CONTRACT/GRANT AGREEMENT DISTRIBUTION PROCESS

Upon full execution of the contract, the Contract/Grant Manager is responsible for distributing copies of the Contract or Amendment and this form as follows:

Entity	Distribution Process Steps
Procurement Section (MS93)	Send original executed contract, grant agreement, or contract/grant amendment and a photocopy of the Contract Review Form. This is not required for agreements that fall under DEP Directive 316.
Contracts Disbursements Section (MS78)	Send two photocopies of the executed contract or grant agreement and two photocopies of the Contract/Grant Review Form.
Contract Manager	Maintain a photocopy of the executed contract or grant agreement and the original Contract/Grant Review Form.
Contractor	Send the remaining originally executed contract or grant agreement to the Contractor for its records.

RECIPIENT TYPE CODES FOR STATE AND FEDERAL FINANCIAL ASSISTANCE

A	B	C	D	E	F	G	H	I	J
Non-Profit Corporation	For-Profit Entity	Local Government & WMD	State Community College	District School Board	Another State Agency	State Universities	No Subrecipient	Mixed Sub-recipient (federal assistance only)	Federal Agency