



Town of Davie Non-Competitive Contract Checklist

Contract #: NCC-JA-26-38

What is the annual estimated value of this contract/agreement? \$121,000

| Checklist | |
|--|--------------------------------------|
| Review the Statements Below | |
| 1.) How does this procurement qualify as non-competitive? Professional services below Consultants' Competitive Negotiation Act threshold | |
| 2.) Agreement Type (check which applies): <input checked="" type="checkbox"/> Vendor Initiated Agreement (Vendor must sign and return Town's Addendum to Contract) <input type="checkbox"/> Town Initiated Agreement (complete and utilize Town standard NCC agreement template) | |
| Required Paperwork: | Please Check Boxes When Completed |
| 3.) Certificate of Insurance with Town NCC# listed in description box | <input checked="" type="checkbox"/> |
| 4.) Contract Summary & Routing Form | <input checked="" type="checkbox"/> |
| 5.) Vendor registered and connected in PaymentWorks | <input checked="" type="checkbox"/> |
| 6.) Procurement Authorization Form (if applicable)* | <input checked="" type="checkbox"/> |
| 7.) Proposed Town of Davie resolution (if applicable)** | <input checked="" type="checkbox"/> |

*Required for procurements over \$35,000 annually.
** Required for procurements over \$65,000 annually.

Employee Signature: **Annie Li**

*Digitally signed by Annie Li
Date: 2026.04.06 15:41:50
-04'00'*

Date: