

Contract Review #: _____
(Assigned by Finance)

NEZ PERCE TRIBE CONTRACT REVIEW & RECOMMENDATION CHECKLIST

A completed contract review form must be included with any contract submitted for signature to the Nez Perce Tribal Executive Committee (NPTEC) Chairman and Secretary.

Program Requesting Review: _____

Program Contact Person: _____ Phone/Ext#: _____

Contractor/Vendor Name (Legal Entity Name): _____

Contractor EIN/SS No.: _____ Contract Type: _____

Subject/Description: _____

Contract Amount: \$ _____ Project & Fund #: _____

Is this contract subject to the bid requirements set forth in Section I of the NPT Finance Manual?

☐ Yes ☐ No *If YES, attach all required documentation*

Is the contract with a federal agency, such as DHHS, USDA, NOAA or DOT?

☐ Yes ☐ No *If NO, attach Excluded Parties List System (EPLS) report from www.SAM.gov*

FINANCE REVIEW

Date Received: _____ Date Reviewed/By: _____ ALN#: _____

Changes Recommended: ☐ Yes ☐ No Recommended Changes: _____

Date Resubmitted: _____ Date Reviewed/By: _____ Approved: ☐ Yes ☐ No

TERO REVIEW

Date Received: _____ Date Reviewed/By: _____

Changes Recommended: ☐ Yes ☐ No Recommended Changes: _____

OFFICE OF LEGAL COUNSEL REVIEW

Date Received: _____ Date Reviewed/By: _____

Changes Recommended: ☐ Yes ☐ No Recommended Changes: _____

DOES CONTRACT REQUIRE RESUBMISSION TO OFFICE OF LEGAL COUNSEL FOR REVIEW OF RECOMMENDED CHANGES? ☐ Yes ☐ No

Date Resubmitted: _____ Date Reviewed/By: _____ Approved: ☐ Yes ☐ No