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| Request # |  |
| Contract # and Title |  |
| State Agency |  |

Contract Verification Form (ORS279A.161)

Before a State Agency executes or amends a Public Contract exceeding $150,000, the Director of that State Agency shall review all the Department of Administrative Services (DAS), the Department of Justice (DOJ), or other legal counsel advice submitted for this Contract, and verify that the Contract Administrator (CA) has read and understands all advice and recommendations that DAS, DOJ, or other legal counsel have given the CA.

**Contract Administrator’s Representation**

I certify that I am the Contract Administrator for the referenced contract, and that I have read and understood the advice and recommendations, provided by DOJ, DAS, or other legal counsel with respect to this contract and the associated procurement.

*Contract Administrator:*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Signature | Date |

**Review and verification by Director or delegate**

I certify that I have reviewed and verified that the attached advice and recommendations provided by DOJ, DAS, or other legal counsel with respect to this contract, and the associated procurement, have been understood by the Contract Administrator.

*Director (or delegate):*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Signature | Date |

**A signed copy of this verification and review, must be retained in the CA records.**

**This review is required by ORS279A.161**