

CONTRACT ROUTING SHEET

Date Prepared: July 19, 2017

Need Date: ASAP

PROCESSING DEPARTMENT:

Department: District Attorney
Dept. Contact: Nancy Anderson
Phone #: 6484
Department: VPh
Head Signature: _____

CONTRACTOR:

Name: Capitol Tech Solutions
Address: 2832 G St., Ste. 110
Sacramento, CA 95816
Phone: 916-443-5395

CONTRACTING DEPARTMENT: District Attorney

Service Requested: Strategic digital and social media consulting

Contract Term: 1 year Contract Value: \$37,200.00

Compliance with Human Resources requirements? Yes: No: _____

Compliance verified by: APPROVED 7/25/17 - MISTY GARCIA

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: _____ Disapproved: see re-submittal of 7/28/17 fr. N.A. Date: 8/28/17 By: N Ken
Approved: Disapproved: _____ Date: 9/7/17 By: Submitted to Ken

Adding an additional \$2,000.00 to the approved \$1,600.00 per month for a total of \$3,600.00 per month for additional services.

see attached e-mail

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: _____ Date: 9-8-17 By: MB
Approved: _____ Disapproved: _____ Date: _____ By: _____

COMPLIANT IN EBX.

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract)

Departments: HUMAN RESOURCES
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
SEE ATTACHED EMAIL

EL DORADO COUNTY COUNSEL

2017 JUL 26 AM 8:21

EL DORADO COUNTY COUNSEL
2017 JUL 25 PM 4:2

EL DORADO COUNTY COUNSEL
2017 AUG -2 PM 5:09 SEP -6 PM 1:35

PM 4:54 HR/RM SEP 7 2017

Sent: 7/19/17, 1:30:08 PM PDT

was read on 7/19/17, 4:13:05 PM PDT

Misty Garcia <misty.garcia@edcgov.us>

Tue, Jul 25, 2017 at 1:32 PM

To: Nancy Anderson <nancy.anderson@edcgov.us>

Cc: Megan Arevalo <megan.arevalo@edcgov.us>, Hillary Crawford
<Hillary.Crawford@edcgov.us>

Good afternoon.

HR approves. The union was notified and has no questions/issues.

Regards,

Misty Garcia, PHR, MBA
Sr. Human Resources Analyst

County of El Dorado
Human Resources Department
330 Fair Lane, Placerville, CA 95667
(530) 621-5388
misty.garcia@edcgov.us

On Wed, Jul 19, 2017 at 1:30 PM, Nancy Anderson <nancy.anderson@edcgov.us>
wrote:

[Quoted text hidden]

Nancy Anderson <nancy.anderson@edcgov.us>

Tue, Jul 25, 2017 at 1:48 PM

To: Misty Garcia <misty.garcia@edcgov.us>

Cc: Megan Arevalo <megan.arevalo@edcgov.us>, Hillary Crawford
<Hillary.Crawford@edcgov.us>

Thank you Misty!

Nancy V. Anderson
Executive Secretary to
Vern Pierson, District Attorney
El Dorado County
(530) 621-6484
nancy.anderson@edcgov.us

