

# CONTRACT ROUTING SHEET

Date Prepared: 5/30/14

Need Date: June 11, 2014

**PROCESSING DEPARTMENT:**

Department: CAO - Econ Dev  
Dept. Contact: Jim Claybaugh  
Phone #: 7539  
Department  
Head Signature: *Jim Claybaugh*

**CONTRACTOR:**

Name: Economic Dev Corp of EDC  
Address: 542 Main Street  
Placerville, CA 95667  
Phone: 530-621-5885

**CONTRACTING DEPARTMENT:** CAO - Economic Development

Service Requested: Grant Writing, administration, and management services for local non-profits  
Contract Term: One year, upon execution Contract Value: \$45,000.00  
Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

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

Approved: \_\_\_\_\_ Disapproved:  Date: 6/5/14 By: J. San Pedro  
Approved:  Disapproved: \_\_\_\_\_ Date: 6/24/14 By: J. San Pedro

*Please see notes and comments. Resubmit*

14 JUL -3 PM 1:07

EL DORADO COUNTY COUNSEL  
2014 JUN -4 AM 10:53

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved:  Disapproved: \_\_\_\_\_ Date: 7/8/14 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved:  Date: 6/25/14 By: *[Signature]*

*as discussed lets add insurance requirements to go with the indemnity clause*

Obtain Proof of insurance

*6/27/14 - Per agent, this is 50000 policy. They say*

RECEIVED  
HUMAN RESOURCES DEPT  
14 JUN 25 AM 10:33

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

Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_