

CONTRACT ROUTING SHEET

Date Prepared: October 12, 2011

Need Date: ASAP

PROCESSING DEPARTMENT:

Department: Human Services
Dept. Contact: DeAnn Osborn
Phone #: X7338
Department Head Signature: *Daniel Nielson*
Daniel Nielson, Director

CONTRACTOR:

Name: Fiscal Experts, Inc.
Address: 5350 Dunlay Drive, Ste. 2716
Sacramento, CA 95835
Phone: 916-575-9923

CONTRACTING DEPARTMENT: Human Services (Social Services)

Service Requested: "Time Study Buddy" training and web-based service
Contract Term: 12/28/10-12/27/13 Contract Value: \$80,000.00
Compliance with Human Resources requirements? Yes: X No: _____
Compliance verified by: Mike Stella

COUNTY COUNSEL: (Must approve all contracts and MOUs)

Approved: ✓ Disapproved: _____ Date: 10-15-11 By: *W. Osborn*
Approved: _____ Disapproved: _____ Date: _____ By: _____

RECEIVED COUNTY COUNSEL
OCT 19 AM 11:12

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOUs except boilerplate grant funding agreements)

Approved: ✓ Disapproved: _____ Date: 10/21/11 By: *Kler*
Approved: _____ Disapproved: _____ Date: _____ By: _____

RECEIVED HUMAN RESOURCES DEPT.
OCT 15 PM 4:13

Need workers compensatory insurance certificate. Also need GL policy additional insured endorsement page.
Per letter from Consultant Workers Compensation insurance is not required as Consultant has no employees. Additional closed Certificate has been provided by Consultant. Copies of letter and Additional closed Certificate will be given to Procurements as part of encumbrance request package. D. Osborn

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

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

Please contact DeAnn Osborn (X7338) to arrange for pick-up. Thank you!