

REVIEW AND APPROVAL REQUESTED FOR:

☒ Contract ☐ Amendment ☐ Resolution ☐ Ordinance ☐ Policy ☐ Other

**County Counsel
REVIEW ROUTING SHEET**

Date Prepared: 4/23/25Need Date: 4/30/25**PROCESSING DEPARTMENT**

Department: P&C
Dept Contact: Matthew McKain
Phone: x5974
Dept. Signature: Matthew Potter
Title: Sr. Administrative Analyst

Org Code: 0110100
Funding Source: _____
PL String: _____
Legistar #: 25-0924

CONTRACT INFORMATIONCONTRACT #: 9430

CONTRACT AMENDMENT #: _____

Contracting Department: BOSContractor/Vendor Name: MetaSource LLCContract Term: 3 years Contract Value: \$800,000

Note - HR & RISK review will take place during Fenix Contract workflow - amendments see below.

ORDINANCE/RESOLUTION/POLICY INFORMATION

TITLE / SUBJECT: _____

NUMBER (If Assigned): _____

DESCRIPTION AND ADDITIONAL NOTES FOR COUNTY COUNSELAs-Needed Document Scanning Services**COUNTY COUNSEL**

Approved ☒ Disapproved ☐ Date: 5/2/25
Approved ☐ Disapproved ☐ Date: _____

By: David Livingston
By: _____

Digitally signed by David Livingston
Date: 2025.05.02 11:02:40 -07'00'

COMMENTS**CONTRACT AMENDMENT ONLY****HR APPROVAL**Compliance with Human Resources requirements? Yes: ☐ No: ☐

Compliance verified by: _____

RISK APPROVAL

Approved ☐ Disapproved ☐ Date: _____ By: _____
Approved ☐ Disapproved ☐ Date: _____ By: _____

COMMENTS