

CONTRACT ROUTING SHEET

Date Prepared: 2/7/14

Need Date: 2/14/14 6/11/14

PROCESSING DEPARTMENT:

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

CONTRACTOR:

Name: (Kristin Cooper Carter) GRANT MANAGEMENT ASSOCIATES
Address: 622 Crister Ave
Chico, CA 95926
Phone: 530-228-9235

24,000 ~~25,000~~

CONTRACTING DEPARTMENT: CAO - Economic Development

Service Requested: Review Grant Writing, Administration and Management Services contract
Contract Term: One year, upon execution Contract Value: \$65,000.00
Compliance with Human Resources requirements? Yes: No:
Compliance verified by:

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

Approved: [Signature] Disapproved: ✓ Date: 2/12/14 By: J. Surfer
Approved: ✓ could Disapproved: Date: 4/25/14 By: [Signature]

- Subject to revisions and comments - Resubmit
- County does not have the authority to enter into contracts for services on behalf of non-profit orgs. If non profit orgs desire to use consultant's services, they need to enter into a separate contract directly w/ consultant.
- Compensation should be tied to hourly rate or specific deliverables w/ estimated ~~the~~ number of hrs. to provide the service/task/deliverable.

4/25/14 - based on discussion w/ Jim Claybaugh re fixed fee per task
PLEASE FORWARD TO RISK MANAGEMENT. THANKS! See additional notes in Act. III

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

Approved: ✓ Disapproved: Date: 4/29/14 By: [Signature]
Approved: Disapproved: Date: By:

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

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

6/5/2014 - Approved. (JDS)
See notes on p. 4