

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: Fiscal consulting services
Contract Term: Upon execution-three years Contract Value: \$120,000.00
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. K. ...*
Approved: _____ Disapproved: _____ Date: _____ By: _____

SACRAMENTO COUNTY COUNSEL
2011 OCT 19 AM 11:12

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: 10/21/11 ✓ Disapproved: _____ Date: 10/21/11 By: *K. Kern*
Approved: _____ Disapproved: _____ Date: _____ By: _____

Need workers compensation insurance certificate plus an additional insured certificate is needed for general liability.

Per letter from Consultant, Workers Compensation insurance is not required as Consultant has no employees. Additional insured certificate has been provided by Consultant. Copies of letter and additional insured certificate will be given to Procurement as part of encumbrance request package.

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!