

Contract #: 074-51511 (HW)  
Index Code: 531160, 531301

# CONTRACT ROUTING SHEET

Date Prepared: 6/3/14 to CO CO 8/5/14  
*Resubmit 9/18/14*

Need Date: 8/18/14 (HW)  
*Resubmit 10/1/14 (HW)*

**PROCESSING DEPARTMENT:**

Department: HHSA/CSD  
Dept. Contact: Heather Longo

**CONTRACTOR:**

Name: Harmony Information Systems, Inc.  
Address: 11700 Plaza America Drive,  
Suite 1001  
Reston, VA 20190  
Phone: 703-674-5100

Phone #: X7373

Department

Head Signature: *[Signature]*  
Don Ashton, M.P.A.,  
Director

**CONTRACTING DEPARTMENT:** HHSA/Community Services Division

Service Requested: Proprietary Software for Community Services Programs

Contract Term: Upon execution, 4 years Contract/Grant Value: \$260,000.00

Compliance with Human Resources requirements? N/A Yes  No

Compliance verified by: Mike Stella 6/23/14 (HW)

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

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

Approved: X Disapproved: \_\_\_\_\_ Date: 9/19/14 By: *[Signature]*

*- We never recommend signing agents governed by law other than Cal. law (this is Delaware) (just a recommendation)*

*- There is no venue provision (shd be CA)*

*\* The termin. clause only provides for bankruptcy - need the clause abt us not having enough \$ in budget. 9/18/14 see corrections HW*

*HIPAA has assoc. PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!*

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

Approved: \_\_\_\_\_ Disapproved: ✓ Date: 8/28/2014 By: *[Signature]*

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 9/25/14 By: *[Signature]*

*Needs the endorsements see cor 9/17/14 (HW)*

*\* NOTE: The contract needs insurance requirements.*

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

**NOTE:** Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Counsel. This also applies to any other contract that requires approval from another department.

Departments: Information Technologies

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 7/30/14 By: *[Signature]*

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

Please contact Heather Longo x7373 with questions or for contract packet pick-up. Thank you!

Contracts Supe Review/Date \_\_\_\_\_ Program Mgr. Review/Date 6/3/14 CFO Review/Date 7/1/14 Ass't Director-Admin/Finance 7/2/14

*→ Add. Inod end. needs to be provided & approved by Risk prior to start of work. 6/24/14*