

Contract #: Boilerplate  
Index Code: 530870

# CONTRACT ROUTING SHEET

Date Prepared: ~~6/14/16~~ 6/17/16 - To Counsel Need Date: 7/1/16

**PROCESSING DEPARTMENT:**

Department: HHSA/SSD  
Dept. Contact: Jennifer Anderson  
Phone #: X 6901  
Department  
Head Signature: *Alexis Zarr*  
Don Ashton, M.P.A., Director

**CONTRACTOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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

Service Requested: Boilerplate for Foster Parent Recruitment, Retention, and Support Program Homes

Contract Term: Boilerplate - n/a Contract/Grant Value: \$0  
Compliance with Human Resources requirements? N/A x Yes \_\_\_\_\_ No \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

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

Approved: X Disapproved: \_\_\_\_\_ Date: 6/20/16 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
6/16 JUN 2016  
11:00

**PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!**

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

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 7-1-16 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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

Please contact (Jennifer Anderson x6901) with questions or for contract packet pick-up. Thank you!

*Karen E. Clark* for Jennifer Anderson 6/17/16 *[Signature]* 6/16/16  
CFO Review Date Deputy Director, Administration and Contracts Date