

CONTRACT ROUTING SHEET

Date Prepared: 9-6-11

Need Date: 9-20-11

PROCESSING DEPARTMENT:

Department: Human Services
Dept. Contact: Amy Higdon
Phone #: 4836
Department
Head Signature: *Daniel Nielsen*
Daniel Nielsen, Director

CONTRACTOR:

Name: HAPPY Software, Inc
Address: 11 Federal Street
Saratoga Springs, NY 12866
Phone: _____

CONTRACTING DEPARTMENT: Human Services

Service Requested: Provide software upgrade and support for Housing Pro
Contract Term: 3 yrs upon execution Contract Value: \$21,210.00
Compliance with Human Resources requirements? NA Yes: _____ No: _____
Compliance verified by: _____

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

Approved: ✓ Disapproved: _____ Date: 9-23-11 By: *[Signature]*
Approved: _____ Disapproved: _____ Date: _____ By: _____

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

Approved: ✓ Disapproved: _____ Date: 9/27/11 By: *[Signature]*
Approved: _____ Disapproved: _____ Date: _____ By: _____

Please obtain the endorsement page adding the County as the additional insured. [Signature]

Please call Amy Higdon at x7268 to pick up. Thanks.

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

Departments: _____
Approved: ✓ Disapproved: _____ Date: 9/27/11 By: *[Signature]*
Approved: _____ Disapproved: _____ Date: _____ By: _____

Please forward to County Counsel upon approval