

Contract #: N/A  
Index Code: \_\_\_\_\_

# CONTRACT ROUTING SHEET

Date Prepared: 11/14/16

Need Date: 11/18/16

**PROCESSING DEPARTMENT:**

Department: HHSA  
Dept. Contact: Kathryn Lang  
Phone #: X7147  
Department  
Head Signature: Patricia Charles-Heathers

**CONTRACTOR:**

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

Patricia Charles-Heathers, Ph.D., Director

**CONTRACTING DEPARTMENT:** Health and Human Services Agency

Service Requested: Resolution  
Contract Term: 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: 11/21/16 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
2016 NOV 14 PM 2:48

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

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

Does not Require Risk Management Review \_\_\_\_\_

**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: N/A

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

[Signature] 11/8/16  
Chief Fiscal Officer Date

[Signature] 11/3/16  
Deputy Director, Administration and Contracts Date