

Contract #: N/A  
Index Code: 5500 - Animal Svcs

# CONTRACT ROUTING SHEET

Date Prepared: 3/13/18

Need Date: \_\_\_\_\_

**PROCESSING DEPARTMENT:**

Department: Health & Human Svcs Agency  
Dept. Contact: Kathryn Lang  
Phone #: X 7147  
Department  
Head Signature: *Patricia Charles-Heathers*  
Patricia Charles-Heathers, Ph.D., M.P.A., Director

**CONTRACTOR:**

Name: Department of Justice  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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

Service Requested: Resolution for HHSA access to DOJ for firearms background  
Contract Term: N/A Contract/Grant Value: \$ 0.00  
Compliance with Human Resources requirements? N/A xx Yes \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: N/A

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

Approved: X Disapproved: \_\_\_\_\_ Date: 4/4/18 By: *PSS*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
2018 MAR 19 AM 8:15

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

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

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
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 Kathryn Lang x7147 with questions or for contract packet pick-up. Thank you!

*Yvonne Hollings* 3/16/18  
Chief Fiscal Officer Date

*[Signature]* 3/2/18  
Deputy Director, Administration and Contracts Date

A/P or A/R Mgr Approval: *[Signature]* 3/8/18  
Initials/Date

Contracts ASO Approval: *[Signature]* 2/28/18  
Initials/Date