

CONTRACT ROUTING SHEET

Date Prepared: 3/29/12

Need Date: 4/12/12

PROCESSING DEPARTMENT:

Department: Health & Human Services
 Dept. Contact: Amy Higdon
 Phone #: x4836
 Department Head Signature: *[Signature]*
 Daniel Nielson, Director

CONTRACTOR:

Name: Panoramic Software Incorporated
 Address: 336 Bon Air Center, #367
Greenbrae, CA 94904
 Phone: (877) 558-8527

CONTRACTING DEPARTMENT: Health & Human Services -SSD/CSD

Service Requested: Proprietary Software for Public Guardian, General Assistance & APS
 Contract Term: Upon execution to 6/30/14 Contract Value: \$88,000
 Compliance with Human Resources requirements? Yes: X No: _____
 Compliance verified by: Mike Strella - 3/29/12

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

Approved: _____ Disapproved: _____ Date: _____ By: _____
 Approved: X Disapproved: _____ Date: 4/19/12 By: *[Signature]*

Appr. Cond'l. Please include revisions in the electronic version. All changes accepted and included in final agreement. Amy Higdon

EL DORADO COUNTY COUNSEL
2012 APR 19 PM 1:01

RISK MANAGEMENT: (Must approve all contracts, MOU's and boilerplate grant agreements)

Approved: ✓ Disapproved: _____ Date: 4-23-12 By: *[Signature]*
 Approved: _____ Disapproved: _____ Date: _____ By: _____

RISK MANAGER
EL DORADO COUNTY

- Please see attached - Needs language added. Revised certificate with required language received 4/23/12. Amy Higdon

HUMAN RESOURCES DEPT.
RECEIVED
2012 APR 23 PM 2:52

Please contact Amy Higdon at x4836 to pickup. Thank you!

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

Departments: IT
 Approved: ✓ Disapproved: _____ Date: 4-12-12 By: *[Signature]*
 Approved: _____ Disapproved: _____ Date: _____ By: _____

Memo Attached



El Dorado County Information Technologies

***Kelly Webb
Acting Director***

Address: 360 Fair Lane
Placerville, CA 95667
Voice (530) 621-5450
Fax (530) 295-2512

April 11, 2012

Health & Human Services Department

RE: Contract #514-S1211
Response to Contract Routing Sheet

Information Technologies has reviewed the above referenced contract and noted approval on the Blue Contract Routing Sheet with the following comments:

Human Services should, if they haven't done so already, coordinate with the Auditor Controller's office to ensure that all accounting coordination issues have been considered and included in the contract.

IT was not consulted prior to engaging in contract negotiations regarding any potential support in the way of interfaces that may be required to connect to other County systems. IT is not signing off that all considerations regarding internal County coordination or interfaces have been sufficiently taken into account.

Respectfully,

Kelly Webb,
Acting Information Technology Director

"The commitment of the Information Technologies staff is to deliver creative, practical solutions and services in support of the current and future technological needs of El Dorado County."



The County of El Dorado
Risk Management Division
"Together Providing Risk Management Solutions"

Randall Rafoth, Risk Manager
330 Fair Lane, Placerville, CA 95667
Phone 530.621.6625 Fax 530.642.9815
randall.rafoth@edcgov.ca

REQUIRED INSURANCE PROVISIONS IN CONTRACTS

Please find listed below *some* of the standardized insurance provisions found in most of the County of El Dorado contracts.

Please refer to the check boxes for the provisions that do not meet the requirements upon review of your submitted contract:

Insurance: Consultant shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Consultant maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Consultant as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Consultant in the performance of the Agreement.
- D. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, professional liability (for example, malpractice insurance) is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- H. The certificate of insurance must include the following provisions stating that:
 - 1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;
 - 2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- N. In the event Consultant cannot provide an occurrence policy, Consultant shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.