

Contract #: 470-S1511A1  
Index Code: 419500

# CONTRACT ROUTING SHEET

Date Prepared: 02/28/17 3-8-17

Need Date: 3/21/2017  
03/14/2017

## PROCESSING DEPARTMENT:

Department: HHSA/MHD  
Dept. Contact: Consie Mote  
Phone #: X7718

Department  
Head Signature: Patricia Charles Heathers  
Patricia Charles Heathers, Ph.D.,  
Director

## CONTRACTOR:

Name: Big Brothers Big Sisters of EDC  
Address: 3461 Robin Lane, Suite 2  
Cameron Park, CA 95682  
Phone: 530-626-1222

## CONTRACTING DEPARTMENT: HHSA/Mental Health Division

Service Requested: Mentoring for 3-5 year Olds by Adults and Older Adults for prevention and early intervention in South Lake Tahoe

Contract Term: 07/01/15 through 6-30-18  
05/07/15

Contract/Grant Value: (adding \$25K)  
\$100,000.00

Compliance with Human Resources requirements? N/A Yes ☒ No: ☐

Compliance verified by: Misty Garcia approved 2/16/2017

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

Approved: ☒ Disapproved: ☐ Date: 3/8/17 By: Patricia Charles Heathers  
Approved: ☐ Disapproved: ☐ Date: ☐ By: ☐

## PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

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

Approved: ☒ Disapproved: ☐ Date: 3-14-17 By: Patricia Charles Heathers  
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 Consie Mote x7118 with questions or for contract packet pick-up. Thank you!

CFO Review

Date

Program Manager II, Administration and Contracts

Date

15-0101 2A 1 of 1