


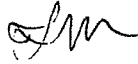



County of Santa Barbara Auditor-Controller Document Review Intake Form	
Department: <i>County Counsel - 013</i>	A/C Intake Staff:
Contact Name & Ext: <i>Teresa Martinez 82980</i>	Date/Time Received by A/C:
Type of Document: <i>Contract - Amendment</i>	Docket Date (deadline): <i>04-20-2021</i>
Document Name: <i>First Amendment to Agreement for Professional Legal Services</i>	
Noteworthy Accounting Event: <i>- none -</i>	Budget Revision Included <input type="checkbox"/>
Brief Summary: <i>(Please include financial terms of contract)</i> <i>Outside counsel legal services for construction litigation on the Northern Branch Jail project.</i>	

Item	Description	Dept Review	A/C Review
A.	Allow 3 business days for review – plan ahead <ul style="list-style-type: none"> If the document packet is not complete upon receipt, the review time will be longer 		
B.	Department Financial/Accounting Review is required <ul style="list-style-type: none"> The Departmental CFO/Business Manager must initial that a financial/accounting review has been completed as outlined in the <i>Departmental Procedures for Complete Board Contracts</i>. Note: All financial/accounting related questions will be directed to the CFO		
C.	Include all documents/attachments <ul style="list-style-type: none"> Board letter and all attachments referenced in the board letter Other documents requiring review/signature should include all referenced attachments 		
D.	Board expenditure contracts must include <ul style="list-style-type: none"> A completed <i>Board Contract Summary Form</i> Board Letter Board Contract Statement of Work (Exhibit A) Payment Arrangements (Exhibit B) Indemnification and Insurance (Exhibit C) HIPAA Business Associate Agreement (Exhibit D) 		
E.	The signature page must include (prior to A/C review): <ul style="list-style-type: none"> Department Head signature County Counsel signature Risk Management signature Contractor signature 		
F.	After Board Approval- Email Pam Avila (pavila@co.santa-barbara.ca.us) in FACS the following: <ul style="list-style-type: none"> Board Letter Fully executed contract/amendment Minute Order 		