

# CONTRACT COUNTY FIRE PROTECTION AGREEMENT

## ROUTING CHECK LIST

CONTRACT COUNTY \_\_\_\_\_

### 1. COOPERATIVE FIRE PROGRAMS

\_\_\_\_\_ Deputy Chief, State and Federal Programs enters county name, acres to be protected, and sum not to be exceeded by the State, in the appropriate spaces of the agreement and adds the appropriate Gray Book page as "Exhibit A".

\_\_\_\_\_ Forwards 4 copies of the agreement to the appropriate Assistant Deputy Director

### 2. REGION OFFICE

\_\_\_\_\_ Assistant Deputy Director attaches copy of operating plan as "Exhibit and forwards 6 copies of the agreement to the county for signature.

\_\_\_\_\_ Receives 4 copies of the signed agreement from the county, including County Plan of Operations and organization marked "Exhibit B". County also includes authorization for county representative to sign the agreement, attached to the top of each copy.

\_\_\_\_\_ Assistant Deputy Director recommends execution of the agreement by signing all copies.

\_\_\_\_\_ Forwards complete package to Deputy Chief, State and Federal Programs in Sacramento Fire Protection Section.

### 3. COOPERATIVE FIRE PROGRAMS

\_\_\_\_\_ Deputy Chief, State and Federal Programs reviews for completeness, accuracy, and compliance with department policy and recommends execution by preparing and signing 2 copies of STD. 15, Contract Transmittal Form.

\_\_\_\_\_ Deputy Director for Fire Protection executes agreement for the Department by signing all copies.

\_\_\_\_\_ Forwards Contract Transmittal forms and all copies of the agreement to the Contracts Office.

### 4. CONTRACTS OFFICE

\_\_\_\_\_ Logs and stamps agreement and assigns contract number.

\_\_\_\_\_ Reviews for general contract requirements

\_\_\_\_\_ Retains suspense copy of complete package in contract file.

\_\_\_\_\_ Forwards STD. 15, Contract Transmittal Form and 5 original copies of the agreement to Department of General Services Legal Office.

\_\_\_\_\_ Receives 4 fully executed copies of the agreement from Department of General Services.

\_\_\_\_\_ Transmits suspense copy of the agreement to the accounting office.

\_\_\_\_\_ Transmits 1 fully executed copy of the agreement to the Deputy Chief, State and Federal Programs.

\_\_\_\_\_ Retains 1 fully executed agreement in contract file.

\_\_\_\_\_ Forwards 2 fully executed agreements and this check list to the region/area office.

### 5. REGION OFFICE

\_\_\_\_\_ Retains 1 fully executed agreement for region office files

\_\_\_\_\_ Forwards 1 fully executed copy of the agreement to the county.