

**ADMINISTRATIVE REVIEW FORM****Request for Council Action**

See Reverse for Instructions

Log No.

**I. DIRECTORS AND / OR COMMISSIONERS** (Summary of Action Requested)

Approval to accept the recommendation of and enter into a contract with Software Development Inc (SDI) as the billing and collections service provider for emergency medical services performed by HFCG Division of Fire and Emergency Services

Budgetary Implications: ☒ Yes ☐ NoAdvance Document Review: ☐ Law ☐ Risk Mgmt

If 'Yes', provide the following information. Prepare and attach a Budget Amendment if necessary.

Fully Budgeted ☒Partially Budgeted ☐Not Budgeted ☐ACCOUNT NUMBERTHIS FY IMPACTANNUAL IMPACT1101 - 202601 - 0001 - 71202\$                      \$                     PROJECTACTIVITYBUDGET REFERENCEWilliam O'Neil / 11-14-11

Director's Signature

Date

Commissioner's Signature

Date

**II. RECEIVED AND LOGGED FOR CHIEF ADMINISTRATIVE OFFICER**Received By                     Date                     **III. ADMINISTRATIVE SERVICES REVIEW**Review ByInitials / DateApproveDisapproveCommentsDepartment of Law                      /                     Division of Budgeting                      /                     Schedule No.                      B-102 No.                      Acct. No.                      -                      -                     Project                      Activity                      Budget Reference                     Fiscal Year                      Annual Impact \$                      Current Balance \$                     Division of Human Resources                      /                     Division of Community Development                      /                     Division of Purchasing                      /                     **IV. POST REVIEW ACTION TAKEN**                     Forward to CAO                      Hold                      Return to Commissioner or Director**V. CAO'S REVIEW**                     New Business Item                      Approve                      Disapprove                      Hold and Reenter (Date)                                          Pull Permanently Return to:                     CAO                     Date                     **VI. COW Work Session Recommendation**                     To Remain on Docket                     Receive as Information Only                     Request Add'l Info from                                          To Council                      Committee                     Other:                                          /                       
Council Administrator Date