

Pam Neudecker

From: Monica Nevarez [mnevarez@firstfivecc.org]
Sent: Wednesday, May 25, 2011 12:55 PM
To: Cross Road
Subject: First 5 Contra Costa Contract Renewal Packet FY 2011/2012
Importance: High
Attachments: BUDGET TEMPLATE FIRST 5 FY11-12.xls; EI_SP_Crossroads_11-12.doc



Dear Commission Contractor:

The FY 2011-2012 Contract Renewal forms are included with this email for your completion. Your contract renewal period will begin on July 1, 2011 and will be effective for a 12-month budget period ending on June 30, 2011. We apologize in advance for the hurried process, but in order to ensure a smooth transition into the new fiscal year without payment delays, the Service Plan and budget/budget narrative are due back to the Commission's Contracts Department (mnevarez@firstfivecc.org) no later than Monday, June 6, 2011 by 12:00 noon.

Your contract renewal amount for FY 11/12 is **\$76,049.00**. Please note, at the June 6, 2011 meeting the Commission will continue to look for budget cost savings and the First 5 budget may be amended, which may affect your projected contract renewal amount.

Also, the attached Service Plan format has changed. Please review and negotiate with your First 5 Program Officer to finalize your plan and complete a budget and budget narrative to support the program.

Contract Renewal information submitted using old forms will not be accepted and Contractors are not authorized to begin work on this Commission contract until the Commission has a fully executed contract on file.

If you have any questions, please contact Lisa R. Johnson, Grants and Contracts Manager at (925) 771-7314 for clarification.

Regards,
Lisa R. Johnson, Grants and Contracts Manager

5/25/2011