

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 09/20/2023

Need Date: 10/04/2023

**PROCESSING DEPARTMENT:**

Department: CAO-Contracts and Procurement  
Dept. Contact: Matthew McKain  
Phone: X 5974  
Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2023.08.18 13:57:30 -07'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Boucher Law, PC  
Address: 2081 Center Street  
Berkeley, California 94704  
Phone: 510-838-1000  
Org Code: 0800000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Human Resource

Service Requested: Review and Approve  
Description: Workplace Investigations and Training Services. (Incorporation and name change)  
Contract Term: 4 Years Contract Value: \$285,000 as amended

**COUNTY COUNSEL:** (must approve all contracts and MOU's)

Approved:  Disapproved:  Date: 09/22/2023 By: Stephen Mansell  
Digitally signed by Stephen Mansell  
Date: 2023.09.22 15:38:44 -07'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

**COUNSEL -- PLEASE FORWARD TO HR AND RISK MANAGEMENT -- THANKS!**

**HR APPROVAL:**

Compliance with Human Resources requirements? Yes:  No:   
Compliance verified by: Sera Salmalyan  
Digitally signed by Sera Salmalyan  
Date: 2023.10.13 09:11:18 -07'00'

**RISK MANAGEMENT APPROVAL:** (all contracts & MOU's except boilerplate grant funding contracts)

Approved:  Disapproved:  Date: 10/12/2023 By: Michael Andersen  
Digitally signed by Michael Andersen  
Date: 2023.10.12 18:22:10 -07'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

Departments:  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

PLEASE EMAIL SIGNED DOCUMENT TO: matthew.mckain@edcgov.us