

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 1/23/20

Need Date: 2/4/20

**PROCESSING DEPARTMENT:**  
Department: Procurement & Contracts  
Dept. Contact: Matthew Potter  
Phone: X5417  
Department  
Head Signature: S. R. Ewert  
Sandy Ewert  
Administrative Analyst Supervisor

**CONTRACTOR:**  
Name: Liebert Cassidy Whitmore  
Address: 6033 W. Century Blvd. Suite 500  
Los Angeles, CA 90045  
Phone: 310.981.2075  
Org Code: 0800000

**CONTRACTING DEPARTMENT:** Human Resources  
Service Requested: Review and Approve  
Contract Term: 3 years Contract Value: \$400,000

**COUNTY COUNSEL:** (must approve all contracts and MOU's)  
Approved:  Disapproved:  Date: 1/27/20 By: Stephen P. Nance  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

COUNSEL -- PLEASE FORWARD TO HR/RISK MANAGEMENT -- THANKS!

**HR APPROVAL:**  
Compliance with Human Resources requirements? Yes:  No:   
Compliance verified by: [Signature] 1/29/2020 Lauren Montalvo

**RISK MANAGEMENT APPROVAL:** (all contracts & MOU's except boilerplate grant funding contracts)  
Approved:  Disapproved:  Date: 29 Jan 2020 By: [Signature]  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

PM5:09 HR/RM JAN 28 '20

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).  
Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_