

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 04/25/2024

Need Date: 05/09/2024

**PROCESSING DEPARTMENT:**

Department: CAO - P&C  
Dept. Contact: Ross Garner  
Phone: X 6539  
Department Head Signature: Matthew Potter  
Digitally signed by Matthew Potter  
Date: 2024.04.22 15:40:23 -07'00'  
Matthew Potter  
Sr. Administrative Analyst

**CONTRACTOR:**

Name: County of Sacramento  
Address: 799 G Street  
Sacramento, CA 95814  
Phone: 916-792-5968  
Org Code: 220000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** District Attorney's Office

Service Requested: Review and Approve

Description: MOU Amendment to extend contract for an additional twelve (12) months and add additional Scope Services

Contract Term: 4 years, as amended Contract Value: \$125,000.00

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

Approved:  Disapproved:  Date: 05/14/2024 By: Roger A. Runkle  
Digitally signed by Roger A. Runkle  
Date: 2024.05.14 08:38:16 -07'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

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

**HR APPROVAL:**

Compliance with Human Resources requirements?

Compliance verified by: Lauren Montalvo

Yes:  No:   
Digitally signed by Lauren Montalvo  
Date: 2024.06.03 08:28:58 -07'00'

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

Approved:  Disapproved:  Date: 05/14/2024 By: Roger A. Runkle  
Digitally signed by Roger A. Runkle  
Date: 2024.05.14 08:33:54 -07'00'  
Approved:  Disapproved:  Date: 05/20/2024 By: Lavleen K. Cheema  
Digitally signed by Lavleen K. Cheema  
Date: 2024.05.20 10:25:27 -07'00'

**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: ross.garner@edcgov.us