

CONTRACT ROUTING SHEET

Date Prepared: March 29, 2016

Need Date: ASAP - BOS 4/19/16

PROCESSING DEPARTMENT:

Department: Procurement & Contracts
Dept. Contact: Ashley Wells
Phone #: x5804
Department Head Signature: [Signature]

CONTRACTOR:

Name: Meyers, Nave, Riback...
Address: 555 12th Street, Suite 1500
Oakland, CA 94607
Phone: 510-808-2142

RECEIVED
MAR 29 2016
4:20
El Dorado County Counsel

CONTRACTING DEPARTMENT: Human Resources

Service Requested: Legal advice for Civil Service Commission hearings.
Contract Term: Three Years, One Month Contract Value: +\$200k, NTE = \$300k
Compliance with Human Resources requirements? Yes: No:
Compliance verified by: Approved 3/29/16 - Julie Patton

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

Approved: Disapproved: Date: 3/31/16 By: [Signature]
Approved: Disapproved: Date: 4/1/16 By: [Signature]

4/1 with understanding you will add provision to Amendment scope of services sentence "Consultant shall provide mediation services upon request of the Director of Human Resources" pursuant to discussion in e-mail of 4/1 that is attached

PER FOLLOW-UP CONVO & ATTACHED EMAIL, INCORPORATED CHANGES TO DELETE REQUESTED SENTENCE. UAW.

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: Date: 4-1-16 By: [Signature]
Approved: Disapproved: Date: _____ By: _____

Compliant in Edix. UAW.

EDCHR/RISK
'16 APR 01 AM 10:15

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

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____



Ashley Wells <ashley.wells@edcgov.us>

Re: Outside Contract Review - Meyers Nave #498-S1511 AMD II

1 message

Judith Kerr <judith.kerr@edcgov.us>
 To: Ashley Wells <ashley.boyd@edcgov.us>
 Cc: Michael Ciccozzi <michael.ciccozzi@edcgov.us>

Fri, Apr 1, 2016 at 10:03 AM

1. I have had an opportunity to talk with Mike Ciccozzi about the stated purpose of the agreement and the scope of services. We both agree that the stated purpose is clear but the Scope of Services should be changed to delete the last sentence in the first paragraph that states, "Consultant shall provide mediation services upon request of the Director of Human Resources." Mediation services are not related to the stated purpose of the agreement, that is to provide legal services to the Civil Service Commission.
2. The contractor is qualified to perform the stated scope of the work.

Pamela Knorr is fine with the change.

Judith Kerr
 Principal Assistant County Counsel
 (530) 621-5770

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ATTORNEY-CLIENT COMMUNICATION

On Thu, Mar 31, 2016 at 9:49 AM, Michael Ciccozzi <michael.ciccozzi@edcgov.us> wrote:

Hey Judith,
 Please take a look at these for HR. Thanks, Mike.

Caryn, please prepare either a legal service request or a contract routing sheet.
 Thanks, Mike.

----- Forwarded message -----

From: **Ashley Wells** <ashley.wells@edcgov.us>
 Date: Fri, Mar 25, 2016 at 11:38 AM
 Subject: Outside Contract Review - Meyers Nave #498-S1511 AMD II
 To: Michael Ciccozzi <michael.ciccozzi@edcgov.us>

Hi, Mike-

I've attached a proposed contract amendment with Meyers, Nave, Riback, Silver, and Wilson to provide professional legal services on an "as requested" basis for the purpose of providing legal advice to the Civil Service Commission for the Human Resources Department. Based on your experience with this firm, please consider the following:

1. Are the scope of work and compensation appropriate for the stated purpose of the agreement?

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2. Is the proposed contractor qualified to perform the stated scope of work?

Regards,

Ashley Wells

DEPARTMENT ANALYST

COUNTY OF EL DORADO

CHIEF ADMINISTRATIVE OFFICE

PROCUREMENT & CONTRACTS

{T} (530) 621-5804

{F} (530) 295-2537