

# CONTRACT ROUTING SHEET

Date Prepared: April 29, 2014

Need Date: ASAP

**PROCESSING DEPARTMENT:**

Department: Procurement & Contracts  
Dept. Contact: Ashley Boyd  
Phone #: x5804  
Department: \_\_\_\_\_  
Head Signature: \_\_\_\_\_

**CONTRACTOR:**

Name: Law Offices of Valentina Reiner  
Address: 3017 Douglas Blvd., Suite 300  
Roseville, CA 95661  
Phone: 916-774-7118

**CONTRACTING DEPARTMENT:** Human Resources

Service Requested: Personnel Investigation & Consulting Services  
Contract Term: Three (3) Years Contract Value: \$250,000.00  
Compliance with Human Resources requirements? Yes: ↓ No: \_\_\_\_\_  
Compliance verified by: APPROVED 4/28/14 - MIKE STRELLA

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

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 5/16/14 By: Judith Kim  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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HUMAN RESOURCES DEPT.

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 5/7/14 By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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DORADO COUNTY COUNSEL

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

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