

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 11/17/2022

Need Date: 11/22/2022

**PROCESSING DEPARTMENT:**

Department: P&C  
Dept. Contact: Matthew Potter  
Phone: x5417  
Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2022.11.17 13:37:10 -08'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Kramer Workplace Investigations, A Professional Corporation  
Address: 125 Railroad Avenue, Suite 201  
Danville CA 94626  
Phone: \_\_\_\_\_  
Org Code: 0800000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Human Resources

Service Requested: Review and Approve

Description: First Amendment to Workplace Investigations

Contract Term: 3 years Contract Value: \$97,000 as amended

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

Approved:  Disapproved:  Date: 11/29/2022 By: Stephen Mansell  
Digitally signed by Stephen Mansell  
Date: 2022.11.29 16:27:31 -08'00'  
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: Lauren Montalvo  
Digitally signed by Lauren Montalvo  
Date: 2022.12.02 11:13:21 -08'00'

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

Approved:  Disapproved:  Date: 12/02/2022 By: Michael Andersen  
Digitally signed by Michael Andersen  
Date: 2022.12.02 11:05:48 -08'00'  
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: