

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 10/03/2023

Need Date: 10/17/2023

**PROCESSING DEPARTMENT:**

Department: P&C  
Dept. Contact: Matthew McKain  
Phone: x5974  
Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2023.07.10 09:49:19  
-07'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Municipal Resource Group, LLC  
Address: 675 Hartz Avenue, Suite 300  
Danville, CA 95693  
Phone: 916-501-3748  
Org Code: 0800000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Human Resources

Service Requested: Review and Approve

Description: First Amendment to Personnel Investigations and Mediation Services

Contract Term: 3 years Contract Value: amended to \$275,000

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

Approved:  Disapproved:  Date: 10/26/2023 By: Stephen Mansell  
Digitally signed by Stephen Mansell  
Date: 2023.10.26 15:14:22 -07'00'  
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: Sera Salmalyan  
Digitally signed by Sera Salmalyan  
Date: 2023.10.30 14:27:09 -07'00'

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

Approved:  Disapproved:  Date: 10/26/2023 By: Michael Andersen  
Digitally signed by Michael Andersen  
Date: 2023.10.26 16:42:41 -07'00'  
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: matthew.mckain@edcgov.us