

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 05/17/2024

Need Date: 05/31/2024

**PROCESSING DEPARTMENT:**

Department: CAO-Contracts & Procurement  
Dept. Contact: Ross Garner  
Phone: X 6539  
Department Head Signature: Matthew Potter  
Digitally signed by Matthew Potter  
Date: 2024.05.09 15:54:59 -07'00'  
Matthew Potter  
Senior Administrative Analyst

**CONTRACTOR:**

Name: Karpel Computer Systems, INC.  
Address: 9717 Landmark Parkway Drive, Suite 200  
Saint Louis, MO 63127  
Phone: 314-892-6300  
Org Code: 2200000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** District Attorney

Service Requested: Review and Approve

Description: Email and Document Migration Services

Contract Term: Perpetual Contract Value: \_\_\_\_\_

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

Approved:  Disapproved:  Date: 06/04/2024 By: Roger A. Runkle  
Digitally signed by Roger A. Runkle  
Date: 2024.06.04 08:21:47 -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: Misty Garcia  
Digitally signed by Misty Garcia  
Date: 2024.06.06 06:53:13 -07'00'

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

Approved:  Disapproved:  Date: 06/04/2024 By: Lavleen K. Cheema  
Digitally signed by Lavleen K. Cheema  
Date: 2024.06.04 12:37:59 -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: ross.garner@edcgov.us