

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 03/01/2023

Need Date: 03/08/2023

**PROCESSING DEPARTMENT:**

Department: P&C  
Dept. Contact: Matthew McKain  
Phone: x5974  
Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2023.02.22 18:30:59 -08'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Aleshire & Wynder, LLP  
Address: 18881 Von Karman Ave Suite 1700  
Irvine, Ca 92612  
Phone: \_\_\_\_\_  
Org Code: 0800000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Human Resources

Service Requested: Review and Approve  
Description: Second Amendment to Professional Legal Services  
Contract Term: One (1) year Contract Value: \$150000.00

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

Approved:  Disapproved:  Date: 03/14/2023 By: Stephen Mansell  
Digitally signed by Stephen Mansell  
Date: 2023.03.14 14:07:57 -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: Lauren Montalvo  
Digitally signed by Lauren Montalvo  
Date: 2023.03.15 09:17:58 -07'00'

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

Approved:  Disapproved:  Date: 03/14/2023 By: Michael Andersen  
Digitally signed by Michael Andersen  
Date: 2023.03.14 15:27:23 -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