

INSTRUCTIONS

USE OF MASTER CONTRACTS FOR EMPLOYMENT RELATED INVESTIGATOR SERVICES
Authorization for use of these vendors must be obtained from the Sonoma County Human Resources (HR) Department:

User Department – Please use the **Email Request for Authorization (Outlook® Email)** on the [BPO Authorization of Services](#) page or call (707) 565-2988 **before** contacting vendor.

VENDOR NAME/ LOCATION	ILLUSTRATIVE AREAS OF INVESTIGATION	FEE SUMMARY (See BPO for complete fee details)
<p>CPS HR Consulting (Investigators and Attorney Investigators)</p> <p>Contact: Deborah Cousins Linda Kegerreis</p> <p>Address: 241 Lathrop Way Sacramento, CA 95815</p> <p>Telephone:(916)471-3112 - Deborah (916)471-3470 - Linda</p> <p>Email: dcousins@cps.ca.gov lkegerreis@cps.ca.gov</p>	<ul style="list-style-type: none"> ➤ Public sector/non-profit (only) workplace discrimination (most commonly seen; ADA) ➤ Harassment; hostile work environment and retaliation ➤ Workplace employee misconduct; workplace violence; peace officers; and Title VI-discrimination in federally funded programs ➤ Prepare DFEH and EEOC responses for a variety of allegations 	<p>Hourly Rates: \$240 - Technical Advisor/Senior Attorney \$185 - Attorney \$165 - Investigator</p> <p>Travel Rate: \$92.50 - \$120 (Equal to half the hourly rate depending on attorney, investigator or senior attorney).</p> <p>Mileage: No Charge</p> <p>Note: Limited hours are allocated for a Senior Attorney to review reports to ensure all reports comply with CPS HR standards, are internally consistent with the allegations and facts are supported.</p> <p>OUT OF POCKET EXPENSES: Copies, transcriptions, etc. - to be reimbursed at cost. No other costs to be reimbursed without prior written approval of County.</p>
<p>G4S Compliance & Investigations (INVESTIGATION ONLY/Non-Attorney)</p> <p>Contact: Brett Douglas (Contracts) VP, Western Region Jamie Murphy (Day to Day) Account Manager</p> <p>Address: 10390 Commerce Ctr Dr. Ste C-100 Rancho Cucamonga, CA 91730</p> <p>Telephone: (916)257-3078 - Brett (925)325-0288 - Jamie</p> <p>Email:brettonb.douglas@usa.g4s.com jamie.murphy@usa.g4s.com</p>	<ul style="list-style-type: none"> ➤ EEOC ➤ Department of Labor Audits ➤ Discrimination/harassment/workplace violence/employee dishonesty and discipline investigations ➤ Brand integrity/trademark, conflicts of interest/digital forensics/FMLA abuse & theft of time ➤ Inventory loss; leaks of proprietary information; product tampering; quality control ➤ Theft/loss; procurement fraud ➤ Strike monitoring. 	<p>Hourly Rate: \$70, portal to portal</p> <p>Travel Rate: \$60/hr for first 3 hours of general/other travel, then free.</p> <p>\$85/night overnight fee + per diem expenses.</p> <p>Mileage: .55/mile plus \$30 surcharge for gas prices over \$3.50/gal.</p> <p>Misc.: Cellular calls .25/min Photographs \$2.75/each.</p> <p>No other costs to be reimbursed without prior written approval of County</p>

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<p>Hirschfield Kraemer, LLP</p> <p>Contact: Felicia Reid, Esq.</p> <p>Address: 505 Montgomery St., 13th Fl. San Francisco, CA 94111</p> <p>Telephone: (415)835-9024</p> <p>Email: freid@hkemploymentlaw.com</p>	<ul style="list-style-type: none"> ➤ EEOC/DFEH position statements; ➤ Discrimination, harassment, retaliation, bullying ➤ Fraud ➤ Workplace threats ➤ Ethics violations, and unfair discipline or dismissal; ➤ Expert witness 	<p>Hourly Rate (invoiced in 1/10th of an hour [6 minute] increments):</p> <p>\$360.00 – Senior Attorney Investigator/Partner Level</p> <p>\$360.00 – Carmen Plaza de Jennings</p> <p>\$360.00 – Kristin Oliveira</p> <p>\$300.00 – Mid-level Attorney Investigator</p> <p>\$300.00 – Amy Durgan</p> <p>\$295.00 – preparation of position statements</p> <p>\$360.00 – final review of position statements by partner</p> <p>No Charge - Felicia Reid (Coordination and contract management)</p> <p>TRAVEL EXPENSES: Travel to and from Sonoma County - No Charge Other Travel – IRS rate for travel expenses and parking.</p> <p>Mileage: \$0.565/mile</p> <p>No other costs to be reimbursed without prior written approval of County..</p>
<p>Jackson Lewis P.C.</p> <p>Contact: Cepideh Roufougar</p> <p>Address: 50 California Street, 9th Floor San Francisco, CA 94111</p> <p>Telephone: Main (415) 394-9400 FAX (415) 394-9401</p> <p>Email: Cepideh.Roufougar@jacksonlewis.com</p>	<ul style="list-style-type: none"> ➤ EEOC/DFEH/OFCCP including experience with consent decrees ➤ Exclusively represent management (public & private sector) on workplace issues; ➤ Investigate claims, prepare and submit position statements; prepare witnesses for administrative reviews; ➤ Represent employers in mediation/administrative/judicial proceedings. ➤ Defense of discrimination claims account for a substantial portion of JL's practice - race, color, national origin, religion, age, sex, sexual harassment, marital status, sexual orientation, transgender status. ➤ Will serve as witnesses. 	<p>Hourly Rate:</p> <p>Legal Services/Investigative Services</p> <p>\$305.00 / \$270.00 – Kathleen Maylin</p> <p>\$305.00 / \$270.00 – Todd Simonson</p> <p>\$305.00 / \$270.00 – Cepideh Roufougar</p> <p>\$245.00 / \$230.00 – Keahn Morris</p> <p>\$245.00 / \$230.00 – Alison Hong</p> <p>\$125.00 – Paralegals</p> <p>Travel Expenses: 50% of hourly rate quoted above to and from County offices.</p> <p>Mileage: \$0.55/mile</p> <p>Misc.: Photocopying .10/pg, outgoing faxes \$1.00/pg, incoming faxes no charge, postage at cost.</p> <p>No other costs to be reimbursed without prior written approval of County.</p>

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<p>J.M. Bova and Associates Santa Rosa</p> <p>Contact: Jerry Bova</p> <p>Address: 585 – 5th Street West, #161 Sonoma, CA 95476</p> <p>Telephone: 707-933-9397</p> <p>E-Mail: jmbova@aol.com</p>	<ul style="list-style-type: none"> ➤ DOFE/EEOC position statements ➤ Investigates allegations concerning policy, procedure and/or rule violations and other issues that affect the work environment ➤ Discrimination and allegations of hostility and harassment ➤ Discipline, liability ➤ Extensive experience testifying in court and for internal boards. 	<p>Hourly Rate: \$95.00</p> <p>Travel Expenses: Travel within Sonoma County & Adjacent Counties - No Charge Travel outside of Sonoma County & Adjacent Counties -\$45.00/hour</p> <p>Mileage - No charge</p> <p>No other costs to be reimbursed without prior written approval of County.</p>
<p>Kronick, Moskovitz, Tiedemann & Girard (KMTG) <u>Sacramento</u></p> <p>Contact: David W. Tyra</p> <p>Address: 400 Capitol Mall 27th Floor Sacramento, CA 95814</p> <p>Telephone: 916-321-4594 916-321-4500</p> <p>E-Mail: dtyra@kmtg.com</p>	<ul style="list-style-type: none"> ➤ Sexual Harassment ➤ Employee Misconduct ➤ Retaliation (Whistleblower) ➤ DFEH/EEOC (Response to a Compliance Agency) ➤ Failure to Accommodate for a Disability 	<p>Hourly Rate: \$235.00 – David Tyra \$225.00 – Kristianne T. Seargeant \$225 to \$350 – Shareholders/Of Counsel \$210 to \$250 – Principals \$190 to \$240 – Associate Attorneys \$ 90 to \$125 – Paralegals \$ 85 to \$110 – Document Clerks/Law Clerks</p> <p>Travel Expenses: 50% of hourly rate quoted above.</p> <p>Mileage: Current IRS Rate</p> <p>Misc: Photocopying .15/pg Mail Delivery at cost Faxes, long distance and secretarial time at no charge.</p> <p>No other costs to be reimbursed without prior written approval of County.</p>
<p>Law Office of Linda L. Daube, APLC Santa Rosa</p> <p>Contact: Linda L. Daube</p> <p>Address: 438 First Street, Ste. 400 Santa Rosa, CA 95401-6390</p> <p>Telephone: 707.578.9530</p> <p>E-Mail: lداube@daubelaw.com</p>	<ul style="list-style-type: none"> ➤ Sexual Harassment ➤ Employee Misconduct ➤ Retaliation (Whistleblower) ➤ DFEH/EEOC (Response to a Compliance Agency) ➤ Failure to Accommodate for a Disability 	<p>Hourly Rate: \$195.00 – Linda Daube \$150.00 – Linda Garrett \$ 90.00 – Ken Maiolini \$250.00 – Expert Witness</p> <p>Travel Expenses: Travel within Sonoma County - No charge</p> <p>Mileage: No charge</p> <p>No other costs to be reimbursed without prior written approval of County.</p>

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<p>Liebert, Cassidy & Whitmore www.lcwlegal.com</p> <p>Contact: Richard C. Bolanos Managing Partner</p> <p>Address: 153 Townsend Street, Ste 520 San Francisco, CA 94107</p> <p>Telephone: (415) 512-3000 (415) 512-3020 (direct) (415) 420-5597 (cell) 415-856-0306</p> <p>Email: rbolanos@lcwlegal.com</p>	<ul style="list-style-type: none"> ➤ DFEH/EEOC statements ➤ Sensitive investigations involving executive level management, or elected officials ➤ Discrimination, harassment, retaliation and disciplinary investigations. Will testify as witnesses. 	<p>Hourly Rate: Year 1 and 2 of the contract: \$300 - Morin Jacobs (or equivalent level) \$213 - Denise Top (or equivalent level) \$180 - Emily Muscatell \$ 70 - \$140 - Paraprofessional Staff</p> <p>Year 3 and 4 of the contract: \$325 - Morin Jacobs (or equivalent level) \$233 - Denise Top (or equivalent level) \$200 - Emily Muscatell \$110 - \$140 - Paraprofessional Staff</p> <p>Travel Expenses: \$162.50 to \$35.00 per hour. (Equal to half the hourly rate depending on the consultant or staff position listed above).</p> <p>Mileage: No Charge</p> <p>Misc.: Outgoing faxes .25/page. Copying .15/page. No charge for secretarial time, telephone or incoming fax. Transcription charges are billed directly to County. No other costs to be reimbursed without prior written approval of County.</p>
<p>McMillan & Shureen, LLP Santa Rosa</p> <p>Contact: Douglas Shureen and Valorie Bader</p> <p>Address: 50 Santa Rosa Avenue, Suite 200 Santa Rosa, CA 95404</p> <p>Telephone: (707) 525-5420</p> <p>E-Mail: doug.shureen@mcmillanshureen.com valorie.bader@mcmillanshureen.com</p>	<ul style="list-style-type: none"> ➤ Sexual Harassment ➤ Employee Misconduct ➤ Retaliation (Whistleblower) ➤ DFEH/EEOC (Response to a Compliance Agency) ➤ Failure to Accommodate for a Disability 	<p>Hourly Rate: \$185.00 – D. Douglas Shureen Valorie Bader All other Partners \$ 70.00 – Paralegals</p> <p>Travel Expenses: Travel Within City of Santa Rosa- No charge Travel outside City of Santa Rosa - Hourly Rate plus mileage</p> <p>Mileage: No charge for local travel IRS rate for</p> <p>Misc: \$0.15/page for photocopying. Telephone charges at cost. Secretarial Staff no charge.</p> <p>No other costs to be reimbursed without prior written approval of County.</p>

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<p>Meyers Nave Santa Rosa www.meyersnave.com</p> <p>Contact: Camille Hamilton-Pating</p> <p>Address: 401 Mendocino Avenue Suite 100 Santa Rosa, CA 95401</p> <p>Telephone: (510) 808-2000 office (415) 309-8760 cell (510) 444-1108 fax</p> <p>Email:cpating@meyersnave.com</p>	<ul style="list-style-type: none"> ➤ High-profile subjects ➤ Internal affairs investigations ➤ Fraud, conflict of Interest, harassment, discrimination, retaliation ➤ Employee/supervisor misconduct, whistleblower and workplace bullying claims ➤ Wrongful termination ➤ Fair Labor Standards Act, Family Medical Leave Act ➤ Sexual harassment, retaliation ➤ Age, race, gender discrimination ➤ On-the-job drug use ➤ ADA, CA Fair Employment & Housing Act, Title VII ➤ DFEH/EEOC 	<p>Hourly Rate: \$360.00 – Principal \$330.00 – Camille Hamilton Pating* Samantha Zutler* Office Counsel/Sr. Associate* \$260.00 - Associate \$150.00 - Associate</p> <p>* Camille Hamilton Pating and Samantha Zutler @ \$290/hr for 2013 * Britt Strottman @ \$305/hr for 2013</p> <p>Travel Expenses: No charge for travel time to and from County Offices.</p> <p>Mileage: No Charge</p> <p>Misc.: Copying, postage, and any third-party expenses at cost.</p> <p>No other costs to be reimbursed without prior written approval of County.</p>
<p>Porter Scott Attorneys www.porterscott.com</p> <p>Contact: Nancy Sheehan</p> <p>Address: 350 University Avenue, STE 200 Sacramento, CA 95825</p> <p>PO Box 255428 Sacramento, CA 95825</p> <p>Telephone: (916) 929-1481 Office (916) 927-3706 Fax</p> <p>Email:nsheehan@porterscott.com</p>	<ul style="list-style-type: none"> ➤ EEOC/DFEH Labor Commission ➤ Harassment, sex, race, disability, sexual orientation and gender discrimination, ➤ Failure to prevent discrimination ➤ Retaliation, whistle-blowing, defamation and related causes of action. ➤ Experience in Public Safety Officers Procedural Bill of Rights Act, Public Records Act, and Information Practices Act. ➤ Specialize in interviewing witnesses, assessing credibility, taking and defending depositions. 	<p>Hourly Rate*: \$275.00 - Nancy Sheehan \$250.00 - Michael Pott \$220.00 - Katherine Mola \$100.00 - Marilyn Gamper & Dawn Lairamore</p> <p>*(Fees increase in year 4 to adjust to Consumer Price Index)</p> <p>Travel Expenses: 50% of hourly rate of \$220 - \$275 depending on whether Partner or Associate and year of contract (*). Meals related to overnight travel - Not to exceed \$20 for dinner, \$13 for lunch, and \$10 for breakfast.</p> <p>Mileage: Current IRS rate (0.565/mile)</p> <p>Misc.: Secretarial services or faxes – no charge. Photocopying (b&w) .05/page; Copying (color) .25/page;</p> <p>No other costs to be reimbursed without prior written approval of County.</p>

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<p>Renee, Sloan, Holtzman, Sakai LLP <u>San Francisco</u></p> <p>Contact: Charles Sakai – Partner Randy Riddle – Managing Partner</p> <p>Address: 350 Sansome St., Ste. 300 San Francisco, CA 94104</p> <p>Telephone: Charles – 415-678-3808 Randy – 415-678-3814</p> <p>E-Mail: Charles csakai@publiclawgroup.com Randy: riddle@publiclawgroup.com</p>	<ul style="list-style-type: none"> ➤ Sexual Harassment ➤ Employee Misconduct ➤ Retaliation (Whistleblower) ➤ DFEH/EEOC (Response to a Compliance Agency) ➤ Failure to Accommodate for a Disability 	<p>Hourly Rates (invoiced in 1/10th of an hour [6 minute] increments): \$295.00 to \$360.00 – Partners \$225.00 to \$275.00 – Associates \$190.00 to \$225.00 – Consultants</p> <p>TRAVEL EXPENSES: Travel to and from Sonoma County Offices billed at 50% of hourly rate quoted above. All other travel at cost.</p> <p>Mileage: No charge</p> <p>Misc: Computer assisted research, transcription, overnight delivery and messenger services billed at cost.</p> <p>No other costs to be reimbursed without prior written approval of County.</p>
<p>Whitestar Group, Inc. Santa Rosa (INVESTIGATION ONLY/Non-Attorney; although there is an attorney investigator on staff)</p> <p>Contact: Mark Adams Krista Sewell</p> <p>Address: 1275 4th Street Santa Rosa, CA 95404</p> <p>Telephone: (707)566-0100</p> <p>Email: mark@whitestargroup.net krista@whitestargroup.net</p>	<ul style="list-style-type: none"> ➤ DFEH/EEO, AOE-COE ➤ Employer compliance ➤ Polygraph ➤ Work place violence, surveillance services, hostile terminations ➤ Pre-employment screenings, background checks. <p>Extensive experience in testifying as law enforcement officers/detectives in criminal cases in internal fraud, accidents, property/casualty claims and Skelly Hearings</p>	<p>Hourly Rate: \$110.00 – Specialist Investigation by Company principal at County appointment or request \$ 85.00 – Investigation rate for all other Types of investigation</p> <p>Travel Expenses: No charge for travel to and from County offices. Lodging not to exceed a reasonable median cost for the area. No overnight fee or out of area fee.</p> <p>Mileage - 0.565/mile</p> <p>Misc: Document fees & Photos - at cost. Transcriptions - \$8/page Photo disc \$5.00 DMV-ANI - \$15.00 Driver’s Lic & Reg - \$15.00</p> <p>No other costs to be reimbursed without prior written approval of County.</p>

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<p>Wise Gleicher www.wisegleicher.com</p> <p>Contact: D'Anne Gleicher (primary) Noel Wise Meghan Rhea</p> <p>Address: 2233 Santa Clara Avenue Alameda, CA 94501</p> <p>Telephone: 510-747-1722 D'Anne 415-577-1926 cell 510-747-1725 Noel 510-414-1269 cell 510-747-1725 Fax</p> <p>Email: gleicher@wisegleicher.com wise@wisegleicher.com</p>	<ul style="list-style-type: none"> ➤ EEOC/DFEH/MSPB ➤ Workplace violence ➤ Failure to follow established safety procedures ➤ Discipline, whistle-blower allegations, internal policies mirroring anti-corruption statutes ➤ Leave of absence issues (FMLA, State Family and Medical Leave Acts, PDL, ADA), Title VII, FEHA, ADEA, WARN, FLSA, ➤ Reductions in force ➤ benefits administration, compensation, payroll. ➤ Immigration Compliance 	<p>Hourly Rates (invoiced in 1/10th of an hour [6 minute] increments):</p> <p>\$225.00 - D'Anne Gleicher \$225.00 - Meghan Rhea</p> <p>Travel Expenses:</p> <p>Travel to and from Sonoma County offices @ 50% of hourly rate of \$225.00</p> <p>Misc: Photocopying, reports bindings, overnight mail, etc, at cost.</p> <p>No other costs to be reimbursed without prior written approval of County.</p>