

EDC 9/19  
FI/OB 9/26



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: 8/29/23

MinuteTrac (IQM2) ID #:

Purchase Order #: 6028	Original Purchase Order Date: Oct 1, 2022	Change Order #: 3	Department: Human Resources/WDD
Vendor Name: Parents Alliance Employment Project		Vendor #: 11673	Dept Contact: Lisa Schwach/Jamie Brown
Background and/or Reason for Change Order Request:	Increase contract by \$342,643 and extend to 9/30/24 to continue services to youth-out in DuPage County. Line 2 - increase by \$108,567.23, for a new line amount of \$205,314.16 Line 3 - decrease by \$51,459.23, for a new line amount of \$98,540.77 Add Line 4 - in the amount of \$285,535.00, FY24, fund code 5000 2840 53820 22-681006 53820 New contract amount will be \$635,286.00		

### IN ACCORDANCE WITH 720 ILCS 5/33E-9

- ☐ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☐ (B) The change is germane to the original contract as signed.
- ☒ (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

A	Starting contract value	\$242,643.00
B	Net \$ change for previous Change Orders	\$50,000.00
C	Current contract amount (A + B)	\$292,643.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$342,643.00
E	New contract amount (C + D)	\$635,286.00
F	Percent of current contract value this Change Order represents (D / C)	117.09%
G	Cumulative percent of all Change Orders (B+D/A): (60% maximum on construction contracts)	161.82%

### DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

### DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Oct 1, 2023 to: Sep 30, 2024
- ☒ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☒ Funding Source 5000-2840
- ☐ OTHER - explain below: \_\_\_\_\_

LS	8/29/23	On the	6300	8/30/23
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
REVIEWED BY (Initials Only)				
Buyer	Date	Procurement Officer	Date	
Chief Financial Officer	Date	Chairman's Office	Date	
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)		