

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Consent  
EDC 9/16  
CB 9/23

Date: Sep 9, 2025

File ID #: 25-2231

Purchase Order #: 6029-0001 SERV	Original Purchase Order Date: Oct 1, 2022	Change Order #: 7	Department: HR-WDD
Vendor Name: World Relief		Vendor #: 11674	Dept. Contact: Lisa Schvach
Action Requested and Reason for Change: Extend World Relief's contract to from 09/30/2025 to 01/31/2026. Order Request:			

## 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	\$190,652.00
B	Net \$ Change for Previous Change Order	\$551,416.00
C	Current Contract Amount (A + B)	\$742,068.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New Contract Amount (C + D)	\$742,068.00
F	Cumulative Change Order Amount (B + D)	\$551,416.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	289.23%

## DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (59 Days) ☐ Consent Only
- ☐ Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_ ☐ Move Funds Between Lines
- ☐ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

## DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☒ Increase Contract Expiration Greater Than 59 Days From Sep 30, 2025 to Jan 31, 2026 ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

**Summary Explanation** - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

The Workforce Innovation and Opportunity Act (WIOA) provides funding for job training and employment services to residents of DuPage County. The monies utilized for the aforementioned grant are Federal dollars; DuPage County acts as the fiscal agent for the distribution of monies for WIOA program.

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Request for Proposals were previously issued to secure the existing contracts for WIOA youth program in DuPage County.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.


1) Extend World Relief DuPage/Aurora contract.

2) Seek new bids through a new RFP.

Our recommendation is to extend the end date of the World Relief DuPage/Aurora contract from 9/30/25 to 01/31/26. The extension is required to continue existing programming. World Relief DuPage/Aurora has extensive experience serving youth in DuPage County. World Relief DuPage/Aurora has previously contracted with DuPage County for youth programming and has demonstrated successful outcomes.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number

**APPROVALS** - *Initials Only*

JB	2033	Sep 9, 2025	LS	2066	Sep 9, 2025
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
		9/10/2025			
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	