

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Consent  
JPS 6/16  
CB 6/23

Date: Jun 8, 2026

File ID #: 25-1455

<b>Purchase Order #:</b> 7768-0001-SERV	<b>Original Purchase Order Date:</b> Jul 9, 2025	<b>Change Order #:</b> 2	<b>Department:</b> Probation & Court Services
<b>Vendor Name:</b> Lauren McLaughlin		<b>Vendor #:</b> 41966	<b>Dept. Contact:</b> Sharon Donald
<b>Action Requested and Reason for Change Order Request:</b> Extend the PO #7768-0001-SERV through the end of the grant period 9-30-2026. No change to the contract total amount.			

### 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	\$45,000.00
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$45,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
E	New Contract Amount (C + D)	\$45,000.00
F	Cumulative Change Order Amount (B + D)	
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

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

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- 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

- Contract Extension Greater Than 59 Days From Jul 9, 2026 to Sep 30, 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.

Drug Court has partnered with two community-based agencies, PATH to Recovery, and Serenity House, to deliver recovery coaching services to participants. This contract should be extended to line up with the grant expiration date of 9-30-2026. However, the department is seeking to extend the grant for another year.

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

An interview process was used to vet the contractual position.


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

1) Staff recommends the extension of this contract to Lauren McLaughlin to continue to provide Recovery Coach Coordinator services.  
2) The Recovery Coach Coordinator will continue to work with program staff to ensure there are an appropriate number of coaches to partnered with participants.

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

The Drug Court and VA grant has allocated funds to support these services. FY' 25 -\$20,000- FY'26-\$25,000 - 5000-6155-Activity Code #15PBJA21GG04221

**APPROVALS - Initials Only**

DHS	8411	Jun 8, 2026	SAD	8413	Jun 8, 2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
					
Reviewed by Procurement Officer	Date		Completed by Buyer	Date	
	6/10/2026				