



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Feb 4, 2026

MinuteTraq (IQM2) ID #: _____

| | | | |
|--|---|--------------------------|--------------------------------|
| Purchase Order #: 925011/7633-1 | Original Purchase Order Date: Apr 13, 2025 | Change Order #: 1 | Department: ETSB |
| Vendor Name: CDW Government LLC | | Vendor #: 10667 | Dept Contact: Eve Kraus |

Background and/or Reason for Change Order Request: Request for Change Order #1 to CDW-G Purchase Order 925011/7633-1 to procure additional hours to schedule a Cybersecurity Maturity Assessment in lieu of the Retainer service that was not utilized in 2025-26. The CMA calls for 160 service hours. CO#1 will add 50 hours in addition to the 110 Retainer hours that were not used. This will also extend the expiration date in the County Finance software to June 30, 2026 to allow for the service. Total amount of Change Order \$22,437.50; new contract total \$73,917.50.

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 | | \$51,480.00 |
| B | Net \$ change for previous Change Orders | | \$0.00 |
| C | Current contract amount (A + B) | | \$51,480.00 |
| D | Amount of this Change Order | <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease | \$22,437.50 |
| E | New contract amount (C + D) | | \$73,917.50 |
| F | Percent of current contract value this Change Order represents (D / C) | | 43.58% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | | 43.58% |

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: Apr 12, 2026 to: Jun 30, 2026
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

| | | | | | | |
|------------------------|--------------|-------------|-------------------------------------|-----------|--------------|-------------|
| ek | 630-550-7743 | Feb 4, 2026 | LMZ | | 630-878-2509 | Feb 4, 2026 |
| Prepared By (Initials) | Phone Ext | Date | Recommended for Approval (Initials) | Phone Ext | Date | |

REVIEWED BY (Initials Only)

| | | | |
|---|------|---|------|
| Buyer | Date | Procurement Officer | Date |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date | Chairman's Office (Decision Memos Over \$25,000) | Date |