



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

HS 10/7
FI + CB 10/14

Date: Sep 23, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 7271-1-SERV	Original Purchase Order Date: Oct 11, 2024	Change Order #: 5	Department: Community Services
Vendor Name: DuPage Federation on Human Services Reform		Vendor #: 11348	Dept Contact: Karen Graczyk
Background and/or Reason for Change Order Request:	Increase line 2 by \$8500 from 1000-1750-53040.		
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	\$29,999.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$29,999.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$8,500.00
E	New contract amount (C + D)	\$38,499.00
F	Percent of current contract value this Change Order represents (D / C)	28.33%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	28.33%

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: _____ to: _____
☒ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☒ Funding Source 1000-1750-53040
☐ OTHER - explain below:

KSG	6543	Sep 23, 2025	NAK	6457	9/23/25
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	Procurement Officer	Date	9/24/2025	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		