

EDC 9/19  
FI/0B 9/26



# Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: 8/29/23  
MinuteTraq (IQM2) ID #:

Purchase Order #: 6027	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 \$123,925 and extend to 9/30/24 to continue services to youth in DuPage County. Line 2 - increase by \$43,669.26, for a new line amount of \$86,904.92 Line 3 - decrease by \$19,744.26, for a new line amount of \$40,255.74 Add Line 4 - in the amount of \$100,000, FY24, fund code 5000 2840 53820 22-681006 53820 New contract amount will be \$247,850.00.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☐ (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		\$123,925.00
B	Net \$ change for previous Change Orders		
C	Current contract amount (A + B)		\$123,925.00
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$123,925.00
E	New contract amount (C + D)		\$247,850.00
F	Percent of current contract value this Change Order represents (D / C)		100.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		100.00%

## 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: \_\_\_\_\_

Prepared By (Initials): <b>LS</b>	Phone Ext: _____	Date: 8/29/23	Recommended for Approval (Initials): <b>M. Dre</b>	Phone Ext: 6300	Date: 8/30/23
<b>REVIEWED BY (Initials Only)</b>					
Buyer: _____	Date: _____	Procurement Officer: <b>MCN</b>	Date: 9-6-23		
Chief Financial Officer (Decision Memos Over \$25,000): _____	Date: _____	Chairman's Office (Decision Memos Over \$25,000): _____	Date: _____		