



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

consent
pw 8/19
CB 8/26

Date: Jul 1, 2025

MinuteTraq (IQM2) ID #: _____

| | | | |
|---|---|--------------------------|--|
| Purchase Order #: 6086-0001 SERV | Original Purchase Order Date: Oct 1, 2022 | Change Order #: 3 | Department: Facilities Management |
| Vendor Name: Brightly Software, Inc. | | Vendor #: 22932 | Dept Contact: Mary Ventrella |
| Background and/or Reason for Change Order Request: | Increase contract from \$74,340.34 to \$78,275.92; Line #4 1000-1100-53807 \$3,935.58, and extend contract expiration date from 09/30/25 to 11/30/25. | | |
| 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 | \$74,340.34 |
| B | Net \$ change for previous Change Orders | \$0.00 |
| C | Current contract amount (A + B) | \$74,340.34 |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease | \$3,935.58 |
| E | New contract amount (C + D) | \$78,275.92 |
| F | Percent of current contract value this Change Order represents (D / C) | 5.29% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 5.29% |
| 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 | |
|--|--|
| <input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Sep 30, 2025 to: Nov 30, 2025 | |
| <input checked="" type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input checked="" type="checkbox"/> Funding Source 1000-1100-53807 | |
| <input type="checkbox"/> OTHER - explain below: | |

| | | | | | |
|---|-----------|-------------|---|-----------|--------|
| MV | 5705 | Jul 1, 2025 | Signature on File | | 7/1/25 |
| 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 |