

TEC 1/20
FI+CB 1/27



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 5, 2026

MinuteTraq (IQM2) ID #: 26-0225

Purchase Order #: 6834-1-SERV	Original Purchase Order Date: Dec 31, 2023	Change Order #: 4	Department: IT
Vendor Name: SHI International Corp.		Vendor #: 14389	Dept Contact: Shanita Thompson
Background and/or Reason for Change Order Request:	Increase contract by \$34,588.80 to create a new line for Automated Resolutions and AI Expert Pro, account # 1000-1110-53807.		
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	\$569,732.27
B	Net \$ change for previous Change Orders	\$0.81
C	Current contract amount (A + B)	\$569,733.08
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$34,588.80
E	New contract amount (C + D)	\$604,321.88
F	Percent of current contract value this Change Order represents (D / C)	6.07%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	6.07%

DECISION MEMO NOT REQUIRED			
<input type="checkbox"/> Cancel entire order	<input type="checkbox"/> Close Contract	<input type="checkbox"/> Contract Extension (29 days)	<input type="checkbox"/> Consent Only
<input type="checkbox"/> Change budget code from: _____ to: _____			
<input type="checkbox"/> Increase/Decrease quantity from: _____ to: _____			
<input type="checkbox"/> Price shows: _____ should be: _____			
<input type="checkbox"/> Decrease remaining encumbrance and close contract	<input type="checkbox"/> Increase encumbrance and close contract	<input type="checkbox"/> Decrease encumbrance	<input type="checkbox"/> Increase encumbrance

DECISION MEMO REQUIRED	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

SJG	5037	Jan 5, 2026	<u>RAB</u>	5064	01/06/2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer <u>[Signature]</u>		Date <u>1/12/2026</u>
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date