

TEC 1120
FI+CB 1127



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		
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

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 ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
 OTHER - explain below:

SGJ	5037	Jan 5, 2026	<u>RAB</u> RAB	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>SS</u>	<u>1/12/2026</u>	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)		Date	