

consent
EDC - discharge
CB-7/14
Date: Jun 26, 2026

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

File ID #:

Purchase Order #: 6029-0001-SERV	Original Purchase Order Date: 10/1/2022	Change Order #:	Department: Human Resources/ WDD
Vendor Name: World Relief		Vendor #: 11674	Dept. Contact: Amy Everett
Action Requested and Reason for Change Order: Decrease and close in the of \$35,272.88. Contract has expired. (Workforce Development Division) Request:			

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	\$35,272.88
B	Net \$ Change for Previous Change Order	
C	Current Contract Amount (A + B)	\$35,272.88
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$35,272.88)
E	New Contract Amount (C + D)	\$0.00
F	Cumulative Change Order Amount (B + D)	(\$35,272.88)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-100.00%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☒ Close Contract ☐ Contract Extension (≤ 59 Days) ☐ Update Budget Code
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☐ Move Funds Between Lines
- ☒ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☐ Contract Extension Greater Than 59 Days From _____ to: _____ ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

Prepared By 	955-2045	6/26/26	LS	955-2066	6/26/26
	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
Reviewed by Procurement Officer 	7/1/2026		Completed by Buyer		Date
	Date				