



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 25, 2025

MinuteTraq (IQM2) ID #:

Purchase Order #: 924001/6848-1	Original Purchase Order Date: Jan 10, 2024	Change Order #: 4	Department: ETSB
Vendor Name: Voiance Language Services		Vendor #: 20971	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	Change Order #4 for Voiance Language Services PO 924001/6848-1 to encumber additional funds for the remainder of the two (2) year contract which expires January 31, 2026 in the amount of \$17,000.00.		
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	\$50,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$50,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$17,000.00
E	New contract amount (C + D)	\$67,000.00
F	Percent of current contract value this Change Order represents (D / C)	34.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	34.00%
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	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: to:	
<input checked="" type="checkbox"/> Increase \geq \$2,500.00, or \geq 10%, of current contract amount <input type="checkbox"/> Funding Source	
<input checked="" type="checkbox"/> OTHER - explain below:	

ek	630-550-7743	Aug 25, 2025	LMZ	630-878-2509	Aug 25, 2025
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