



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 25, 2025

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 924001/6848-1	<b>Original Purchase Order Date:</b> Jan 10, 2024	<b>Change Order #:</b> 4	<b>Department:</b> ETSB
<b>Vendor Name:</b> Voiance Language Services		<b>Vendor #:</b> 20971	<b>Dept Contact:</b> 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

- Increase (greater than 29 days) contract expiration from: \_\_\_\_\_ to: \_\_\_\_\_
- Increase  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount  Funding Source \_\_\_\_\_
- 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