

HS 10/1
FI + CB 10/8



Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Date: Sep 11, 2024

MinuteTraq (IQM2) ID #: 24-2572

Purchase Order #: 7187	Original Purchase Order Date: Jul 1, 2024	Change Order #: 1	Department: Community Services
Vendor Name: CARAHSOFT TECHNOLOGY CORPORATION		Vendor #: 12819	Dept Contact: Gina Strafford
Background and/or Reason for Change Order Request:			
- Decrease line 4 by \$6,710 - Increase PO value by \$2,630.90 to allow for 5 user licenses to be acquired for FY24. - Create new line for 5000-1555 Account 53807, Activity RETROFITS24 for \$9,340.90 (\$6,710 + \$2,630.90 increase)			
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	\$26,420.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$26,420.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$2,630.90
E	New contract amount (C + D)	\$29,050.90
F	Percent of current contract value this Change Order represents (D / C)	9.96%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	9.96%

DECISION MEMO NOT REQUIRED

Cancel entire order
 Close Contract
 Contract Extension (29 days)
 Consent Only

Change budget code from: see above 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: _____

NE	6166	Sep 11, 2024	GS	Sep 19, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext
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	