

EDC 5/21
 FI + CB 5/28



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 6, 2024

MinuteTraQ (IQM2) ID #: ED-CO-0002-24

Purchase Order #: 6027-0001 SERV	Original Purchase Order Date: Oct 1, 2022	Change Order #: 5	Department: Human Resources/WDD
Vendor Name: Parents Alliance Employment Project		Vendor #: 11673	Dept Contact: Lisa Schwach/Jamie Brown
Background and/or Reason for Change Order Request:	Increase contract by \$123,925 and extend to 9/30/25 to continue services to youth in DuPage County. Line 5 - increase by \$123,925, for a new line amount of \$219,184.91 New contract amount will be \$371,775		
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	\$123,925.00
B	Net \$ change for previous Change Orders	\$123,925.00
C	Current contract amount (A + B)	\$247,850.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$123,925.00
E	New contract amount (C + D)	\$371,775.00
F	Percent of current contract value this Change Order represents (D / C)	50.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	200.00%

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: Sep 30, 2024 to: Sep 30, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

DB	6191	May 6, 2024	LS	630-955-2066	May 6, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

		<u>5/13/2024</u>
Buyer	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Chairman's Office (Decision Memos Over \$25,000)	Date