



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 5, 2023

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 923001/6194-1	Original Purchase Order Date: Dec 14, 2022	Change Order #: 1	Department: ETSB
Vendor Name: Voiance Language Services		Vendor #: 20971	Dept Contact: Eve Kraus
Background and/or Reason for Change Order Request:	Request for Change Order #1 in the amount of \$10,000.00 to Voiance Language Services PO 923001/6194-1 to encumber additional funds in the County Finance software for payment of invoices through the remainder of the contract. The contract expires on January 31, 2024.		
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	\$15,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$15,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$10,000.00
E	New contract amount (C + D)	\$25,000.00
F	Percent of current contract value this Change Order represents (D / C)	66.67%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	66.67%
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 4000-5820-53040
- OTHER - explain below:

ek	630-550-7743	Dec 5, 2023	LMZ	630-878-2509	Dec 5, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date		Procurement Officer	Date	12/5/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	Date	Date