REQUEST FOR CHANGE ORDER FORM

JPS 11/18 FI+CB 11/25

Procurement Services Division

Revised 10-01-2025

Date: Nov 5, 2025

File ID #:

25-2723

Purchase Order #: 6919-0001 SERV		Original Purchase Apr 1, 2024 Order Date:		Change Order #: 1		Department: Probation and Court Services	
Vendor Name: Sentinel Offender Services, LLC Vendor #: 13392 Dept. Co						Dept. Con	tact: Sharon Donald
Action Requested and Reason for Change Order Request: Add \$20,500 Add \$4,498 f A grant modindigent clie breath RBPro		to line 2 budget code 5000-6155-15PBJA21GG04221 FY'25 (TAM) to line 3 budget code 5000-6155-15PBJA21GG04221 FY'25 (RBPro) to line 4 budget code 5000-6155-15PBJA21GG04221 FY'26 (TAM) to line 5 budget code 5000-6155-15PBJA21GG04221 FY'26 (RBPro) dification was approved by Bureau of Justice Assistance (BJA) to add Druents to help support payments for their transdermal alcohol monitoring o.					
		IN ACCORDANCI	E WITH 720	ILCS 5/33E	-9		
(A) Were not reasona	bly foreseeab	le at the time the contract	was signe	d.			
(B) The change is ger	mane to the o	original contract as signed.					
(C) Is in the best inter	est for the Co	unty of DuPage and autho	orized by la	w.			
		INCRE#	ASE/DECRE	ASE			
A Starting Contract Value						1	\$1.00
B Net \$ Change for I							
C Current Contract A	Amount (A + I	3)					\$1.00
D Amount of this Change Order							\$37,000.00
E New Contract Am	ount (C + D)						\$37,001.00
F Cumulative Change Order Amount (B + D)							\$37,000.00
G Cumulative Percei	nt of all Chan	ge Orders (B+D/A); (60% ma	aximum on c	onstruction co	ontracts)		3,700,000.00%
		DECISION MEMO NOT R	EQUIRED -	Check Applic	able Box(es)		
Cancel Entire Order		Close Contract	Cont		on (≤59 Day	rs) [Update Budget Code
Change Budget Code				to:			
☐ Increase/Decrease Qu	iantity From:	to:					
Price Shows:	shoi	uld be:				<u>Мо</u>	ve Funds Between Lines
Decrease Remaining and Close Contract	Encumbrance	Increase Encumb and Close Contra		☐ Decrea	se Encumbr	ance 🗌	Increase Encumbrance
	DECISIO	N MEMO REQUIRED - Che	ck Applicable	Box(es) and I	Fill In All Answ	ers Below	
Contract Extension G	reater Than 5	9 Days From	to:				Cancel Contract
	Greater Than S	\$10,000 (Row 'F' Above)		Ot	:her - Explair	n In Summary	/ Explanation Box Below
A grant modification was	approved by ermal alcohol	ry of the action. Explain why i Bureau of Justice Assistan monitoring services and r	ce (BJA) to	add Drug Co			clients to help support

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Vendor was selected by the NASPO contract pursuant to the Master agreement #22Px0021.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request. Drug Court/VA grant modification was approved to provide alcohol monitoring services and remote breath RBPro to adult clients. The Probation department does not have the funding to provide this program to indigent clients.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number Grant funds are available to support Drug Court/VA/MICAP clients payments for their alcohol transdermal monitoring services and remote breath RBPro.

APPROVALS - Initials Only										
DHS	8411	Nov 5, 2025	SAD	8413	Nov 5, 2025					
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date					
Reviewed by Procurement	t Officer Date	1985 -	Completed by Buye	Date						