

EDC 9/19
FI/CB 9/26



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: 8/29/23

MinuteTraq (IQM2) ID #:

Purchase Order #: 6029	Original Purchase Order Date: Oct 1, 2022	Change Order #: 3	Department: Human Resources/WDD
Vendor Name: World Relief	Vendor #: 11674	Dept Contact: Lisa Schwach/Jamie Brown	
Background and/or Reason for Change Order Request:	Contract is increased by \$298,038 and extend to 9/30/24 to allow the vendor to serve more clients. Line 2 - increase by \$85,931.55, for a new line amount of \$185,934.31 Line 3 - decrease by \$37,931.55, for a new line amount of \$22,068.45 Add Line 4 - in the amount of \$250,038.00, FY24, fund code 5000 2840 53820 22-681006 53820 New contract amount will be \$488,690.00		

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		\$190,652.00
B	Net \$ change for previous Change Orders		
C	Current contract amount (A + B)		\$190,652.00
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$298,038.00
E	New contract amount (C + D)		\$488,690.00
F	Percent of current contract value this Change Order represents (D / C)		156.33%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		156.33%

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: Oct 1, 2023 to: Sep 30, 2024
- ☒ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☒ Funding Source 5000-2840
- ☐ OTHER - explain below: _____

LS Prepared By (Initials)	Phone Ext	8/29/23 Date	On One Recommended for Approval (Initials)	6300 Phone Ext	8/30/23 Date
REVIEWED BY (Initials Only)					
Buyer	Date	dlc-71 Procurement Officer	Date	9/6/23	
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		