



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Apr 2, 2024

MinuteTraq (IQM2) ID #: 24-1244

<b>Purchase Order #:</b> 5947-0001 SERV	<b>Original Purchase Order Date:</b> Aug 19, 2022	<b>Change Order #:</b> 1	<b>Department:</b> Probation and Court Services
<b>Vendor Name:</b> Forensic Psychology Group, LLC - Dr. Elizabeth Donegan			<b>Vendor #:</b> 31608
<b>Dept Contact:</b> Sharon Donald			
<b>Background and/or Reason for Change Order Request:</b>	Decreasing and Closing PO #5947-0001 SERV due to expiration of the contract.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

☐ (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	\$50,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$50,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$23,462.50)
E	New contract amount (C + D)	\$26,537.50
F	Percent of current contract value this Change Order represents (D / C)	-46.93%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-46.93%

### 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 \_\_\_\_\_

☐ OTHER - explain below:

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DHS	8411	Apr 2, 2024	SAD	8413	Apr 2, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date