

FI 3 CB 10/22



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 10, 2024

MinuteTraq (IQM2) ID #: FI-CO-0018-24

Purchase Order #: 6731-0001 SERV	Original Purchase Order Date: Dec 1, 2023	Change Order #: 2	Department: Finance
Vendor Name: CorVel Corporation		Vendor #: 11521	Dept Contact: Jim Morrissy
Background and/or Reason for Change Order Request:	90 day contract extension through 02/28/2025. Increase contract by \$50,000 to cover contract extension and remaining FY24 estimates for trending expenditures. Increase Service Line 2 by \$20,000 for FY24. Add Service Line 3 for \$30,000 for FY25.		
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	\$100,000.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$100,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$50,000.00
E	New contract amount (C + D)	\$150,000.00
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)	50.00%

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: Nov 30, 2024 to: Feb 28, 2025

☒ Increase \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source _____

☐ OTHER - explain below:

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JM	6116	Oct 10, 2024	KH	6193	Oct 10, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date