



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Consent
HS 4/18
CB 4/25

Date: Apr 10, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 5596-1 SERV	Original Purchase Order Date: Jan 1, 2022	Change Order #: 1	Department: Community Services - CSBG
Vendor Name: 360 Youth Services		Vendor #: 13527	Dept Contact: Gina Strafford-Ahmed
Background and/or Reason for Change Order Request:	Decrease and close.		
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	\$66,791.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$66,791.00
D	Amount of this Change Order ☐ Increase ☒ Decrease	(\$19,928.36)
E	New contract amount (C + D)	\$46,862.64
F	Percent of current contract value this Change Order represents (D / C)	-29.84%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-29.84%
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:	

MT	6145	Apr 5, 2023	GSA	6444	Apr 10, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>HCN</i>	Procurement Officer	Date	4/10/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		