

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

HS 1/20
FL + CB 1/27

Date:

Jan 5, 2026

File ID #:

26-0242

| | | | |
|---|---|-------------------|--|
| Purchase Order #: 7938-0001 SERV | Original Purchase Order Date: Oct 8, 2025 | Change Order #: 2 | Department: DuPage Care Center Dept. Contact: Jonathan Klimek |
| Vendor Name: United Staffing Network, Inc. | | Vendor #: 37483 | |
| Action Requested and Reason for Change Order Request: | Contract purchase order to provide supplemental pharmacy staffing for the DuPage Care Center for the period of 10/08/25 through February 28, 2026. #1 Extend contract through April 30, 2026 #2 Increase line 2, 1200-2085-53090 in the amount of \$25,000.00 | | |

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

| INCREASE/DECREASE | | |
|-------------------|--|--|
| A | Starting Contract Value | \$14,999.00 |
| B | Net \$ Change for Previous Change Order | |
| C | Current Contract Amount (A + B) | \$14,999.00 |
| D | Amount of this Change Order | <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease |
| E | New Contract Amount (C + D) | \$39,999.00 |
| F | Cumulative Change Order Amount (B + D) | \$25,000.00 |
| G | Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 166.68% |

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- Cancel Entire Order
- Close Contract
- Contract Extension (≤59 Days)
- Update Budget Code
- Change Budget Code From: _____ to: _____
- Increase/Decrease Quantity From: _____ to: _____
- Price Shows: _____ should be: _____
- Move Funds Between Lines
- Decrease Remaining Encumbrance and Close Contract
- Increase Encumbrance and Close Contract
- Decrease Encumbrance
- Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- Contract Extension Greater Than 59 Days From Feb 28, 2026 to: Apr 30, 2026 Cancel Contract
- Cumulative Increase Greater Than \$10,000 (Row 'F' Above) Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Contract is to provide supplemental staffing to the Pharmacy Department at the DuPage Care for the period 10/08/25 through 02/28/26, now requesting time extension through 04/30/26.

Our part time Pharmacist has been on leave and does not have a return date. Therefore, we continue to use United Staffing agency to fill in for scheduled time off or unscheduled time, this will allow that position to be planned on with appropriate staffing for the in-patient and out-patient operations.

Without a part time Pharmacist, the current staff would be unable to fill prescriptions, prepare I.V.'s and would be unable to meet the needs for in patient and out patient pharmaceutical needs in a timely manner.

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

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Extend the contract period through April 30, 2026 and increase contract in the amount of \$25,000.00, to assist the Pharmacist with a part time Pharmacist when off for scheduled time or unscheduled time, this will allow that position to be planned on with appropriate staffing for the in-patient and out-patient operations at the DuPage Care Center.

2) Do not extend contract and increase, however, without a part time Pharmacist, the current staff would be unable to fill prescriptions, prepare I.V's and would be unable to meet the needs for in patient and out patient pharmaceutical needs in a timely manner.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

bt 1200-2085-53090 \$25,000.00 sent to Budget Office on 01/05/26

APPROVALS - Initials Only

| | | | | | |
|---|------------------|-------------|--------------------------|------------|-------------|
| CDK | 4208 | Jan 5, 2026 | JC | 4208 | Jan 5, 2026 |
| Prepared By | Phone Ext. | Date | Recommended for Approval | Phone Ext. | Date |
|  | <u>1/12/2026</u> | | | | |
| Reviewed by Procurement Officer | Date | | Completed by Buyer | | Date |