

EDC 5/21  
FI + CB 5/28



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 6, 2024

MinuteTraq (IQM2) ID #: ED-CO-0003-24

<b>Purchase Order #:</b> 6028-0001 SERV	<b>Original Purchase Order Date:</b> Oct 1, 2022	<b>Change Order #:</b> 5	<b>Department:</b> Human Resources/WDD
<b>Vendor Name:</b> Parents Alliance Employment Project		<b>Vendor #:</b> 11673	<b>Dept Contact:</b> Lisa Schvach/Jamie Brown
<b>Background and/or Reason for Change Order Request:</b>	Increase contract by \$434,123 and extend to 9/30/25 to continue services to youth-out of school in DuPage County. Line 5 - increase by \$434,123, for a new line amount of \$682,348.34 New contract amount will be \$1,069,409		
<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	\$242,643.00
B	Net \$ change for previous Change Orders	\$392,643.00
C	Current contract amount (A + B)	\$635,286.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$434,123.00
E	New contract amount (C + D)	\$1,069,409.00
F	Percent of current contract value this Change Order represents (D / C)	68.34%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	340.73%
<b>DECISION MEMO NOT REQUIRED</b>		

- 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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Sep 30, 2024 to: Sep 30, 2025	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

DB _____	6191	May 6, 2024	LS _____	630-955-2066	May 6, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____	Date _____	Procurement Officer	Date <u>5/13/2024</u>		
Chief Financial Officer _____	Date _____	Chairman's Office _____	Date _____		
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)			