

TEC 5/19  
FI+CB 5/26

# REQUEST FOR CHANGE ORDER FORM

Date: 05/04/2026

Procurement Services Division

Revised 10-01-2025

File ID #: 26-1411

<b>Purchase Order #:</b> 8319-1-SERV	<b>Original Purchase Order Date:</b> Apr 27, 2026	<b>Change Order #:</b> 1	<b>Department:</b> IT
<b>Vendor Name:</b> Revize LLC		<b>Vendor #:</b> 39453	<b>Dept. Contact:</b> Debbie Deacy
<p>Add the following lines for WorkNet DuPage and increase the contract by \$26,513.00:</p> <p>1) 5000-2840-53020-25-681006 - \$11,925.00 - 1st Year Project Costs + Year 1 of Annual Hosting &amp; Maintenance (workNet DuPage Website)</p> <p>2) 5000-2840-53020-25-681006 - \$3,975.00 - 1st Year Project Costs + Year 1 of Annual Hosting &amp; Maintenance (workNet DuPage Website)</p> <p>3) 5000-2840-53020-25-681006 - \$3,400.00 - Year 2 of Annual Hosting &amp; Maintenance (workNet DuPage Website)</p> <p>4) 5000-2840-53020-25-681006 - \$3,536.00 - Year 3 of Annual Hosting &amp; Maintenance (workNet DuPage Website)</p> <p>5) 5000-2840-53020-25-681006 - \$3,677.00 - Year 4 of Annual Hosting &amp; Maintenance (workNet DuPage Website)</p>			

**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	\$82,978.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$82,978.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	-\$26,513.00
E	New Contract Amount (C + D)	\$109,491.00
F	Cumulative Change Order Amount (B + D)	\$26,513.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	31.95%

**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 \_\_\_\_\_ to: \_\_\_\_\_  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.  
 This change order establishes new Revize CMS services for WorkNet DuPage in addition to DuPage County's Revize CMS platform for its primary public-facing website, dupagecounty.gov, and multiple department and affiliated sites.

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

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.  
 1) Approve this change order to add WorkNet DuPage to the contract. Continued use of Revize ensures operational continuity, maintains the county's investment in existing site architecture and training, and supports ongoing compliance with web accessibility standards under the DOJ Title II ADA ruling. This contract is necessary to sustain uninterrupted web services for DuPage County residents.  
 2) Do not add WorkNet DuPage and risk them becoming out of compliance.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number  
 FY26 - 5000-2840-53020-25-681006 - \$15,900.00  
 FY27 - 5000-2840-53020-25-681006 - \$3,400.00  
 FY28 - 5000-2840-53020-25-681006 - \$3,536.00  
 FY29 - 5000-2840-53020-25-681006 - \$3,677.00

**APPROVALS - Initials Only**

SJG _____ Prepared By	5037 _____ Phone Ext.	May 4, 2026 _____ Date	<b>Signature on File</b> _____ Recommended for Approval	5064 _____ Phone Ext.	05/04/2026 _____ Date
 _____ Reviewed by Procurement Officer	 _____ Date	_____ Completed by Buyer		_____ Date	

**Signature:** Signature on File  
Richard A Burnson (May 4, 2026 16:28:47 CDT)  
**Email:** richard.burnson@dupagecounty.gov