

EDC 11/21  
FI+CB 11/28



**Request for Change Order**  
**Procurement Services Division**  
 Attach copies of all prior Change Orders

Date: Nov 3, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Purchase Order #:</b> 6160-0001	<b>Original Purchase Order Date:</b> Jan 1, 2023	<b>Change Order #:</b> 3	<b>Department:</b> Human Resources-Workforce Development Division
<b>Vendor Name:</b> Dell Marketing L.P.	<b>Vendor #:</b> 10850		<b>Dept Contact:</b> Lisa Schwach/David Barnes

**Background and/or Reason for Change Order Request:**

To increase contract amount for the following:  
 (1) Adding 50 Enterprise Mobility & Security (EMS) E5 licenses  
 (2) Purchases to Dell were incurred in February 2023 (\$5,294.50) and May 2023 (\$2,949.70) at Department discretion (under \$15,000). Increasing PO to conform to existing County policy.

Line 1 - Increase by \$7,414.50; Line 2 - Increase by \$5,938.80; Line 3 - Increase by \$5,938.80 - change activity code to 23-681006

This contract is governed by the IL DOIT JPMC Microsoft LSP CMT1176800 contract.

**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	\$37,120.79
B	Net \$ change for previous Change Orders	\$13,905.50
C	Current contract amount (A + B)	\$51,026.29
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$19,292.11
E	New contract amount (C + D)	\$70,318.40
F	Percent of current contract value this Change Order represents (D / C)	37.81%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	89.43%

**DECISION MEMO NOT REQUIRED**

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: Line 3 - activity code 22-681006 to: Line 3 - activity code 23-681006
- 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 ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:  
 \_\_\_\_\_

LS _____	630-955-2066	Nov 3, 2023	AE _____	630-955-2045	Nov 3, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

**REVIEWED BY (Initials Only)**

_____ Buyer	_____ Date	<i>ACA</i> Procurement Officer	11/6/23 Date
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