

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division
Revised 10-01-2025

Date: Jan 22, 2026

File ID #: 24-2995

Purchase Order #: 7399-1-SERV	Original Purchase Order Date: Jan 1, 2025	Change Order #: 1	Department: Information Technology
Vendor Name: IMAGING SYSTEM, INC.		Vendor #: 11487	Dept. Contact: Richard Burnson
Action Requested and Reason for Change Order Request:	Increase total contract amount by \$28,000.00 Add a new line coded to Animal Services FY26 1100-1300-53020 and increase line by \$12,000 for Rabies Cert Index & Capture Add a new line coded to Animal Services FY27 1100-1300-53020 and increase line by \$16,000 for Rabies Cert Index & Capture		

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	\$327,930.81
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$327,930.81
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$28,000.00
E	New Contract Amount (C + D)	\$355,930.81
F	Cumulative Change Order Amount (B + D)	\$28,000.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	8.54%

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.
 Integrated Document Technologies (IDT) is the provider of OnBase and has the most efficient and cost effective solution for outsourcing of document prep, scanning, image enhancing, visual image quality control, daily image export and indexing, of Animal Services monthly rabies certificates remitted by veterinary partners. IDT has performed these services since 2018 and has helped Animal Services successfully scan and index hundreds of thousands of hardcopy rabies certificates, increasing the efficiency with which Animal Services and municipalities are able to verify compliance and reunite lost pets with their owners. Outsourcing of ongoing prep, scanning, imaging enhancing, daily image export and indexing of Animal Services rabies certificates that would otherwise require a full time employee to scan and index approximately 100,000 hardcopy certificates annually. Animal Services is looking to make changes to how IDT processes rabies certificates aimed at increasing efficiency and reducing the amount of paper wasted. These changes have resulted in changes to the scope of work and a slight increase in cost for IDT's services.

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.
 Sole Source per DuPage County ordinance, section 2-350

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.
 1. Approve this change order as-is allowing Animal Services to increase the efficiency with which rabies certificates are scanned and indexed. These changes will reduce the number of staff hours spent scanning hard copy certificates while greatly reducing paper waste.
 2. Do not approve this change order. Animal Services will maintain the current process in place for processing rabies certificates, resulting in zero improvements in efficiency and continued paper waste.
 3. Discontinue services provided by IDT to Animal Services resulting in the need for additional headcount to manually scan, enter and index more than 100,000 hardcopy rabies certificates annually.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number
 FY26 1100-1300-53020 \$12,000
 FY27 1100-1300-53020 \$18,000

APPROVALS - Initials Only

			Signature on File		
KAL	2803	Feb 5, 2026		2806	2/6/2026
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
Reviewed by Procurement Officer		Date	Completed by Buyer		Date