

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 #:

Purchase Order #: 6160-0001	Original Purchase Order Date: Jan 1, 2023	Change Order #: 3	Department: Human Resources-Workforce Development Division
Vendor Name: Dell Marketing L.P.		Vendor #: 10850	Dept Contact: Lisa Schvach/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 ☒ Increase ☐ 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			Procurement Officer		
Date			Date		

11/6/23