

TEC 11/121  
 FI+CB 11/28



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

Date: Nov 8, 2023  
 MinuteTraq (IQM2) ID #: Legistar#23-3686

<b>Purchase Order #:</b> 6513-1-SERV	<b>Original Purchase Order Date:</b> Jul 11, 2023	<b>Change Order #:</b> 1	<b>Department:</b> IT - DuJIS/RMS
<b>Vendor Name:</b> Learning Tree International		<b>Vendor #:</b> 11739	<b>Dept Contact:</b> Don Ehrenhaft
<b>Background and/or Reason for Change Order Request:</b>	Request to increase the PO to add two (2) vouchers and create a Line 2 in the amount of \$3,990 charged to 1000-1115-53610.		
<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	\$29,925.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$29,925.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$3,990.00
E	New contract amount (C + D)	\$33,915.00
F	Percent of current contract value this Change Order represents (D / C)	13.33%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	13.33%
<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

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	<input type="checkbox"/> Funding Source _____
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount	
<input type="checkbox"/> OTHER - explain below: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	

SJJ	5037	Nov 8, 2023	<u>WW</u> ww	5064	11/08/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date	<u>HCM</u> Procurement Officer		Date	11/14/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		