



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Aug 2, 2024

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

<b>Purchase Order #:</b> 6834-1 SERV	<b>Original Purchase Order Date:</b> Dec 31, 2023	<b>Change Order #:</b> 2	<b>Department:</b> IT/ETSB
<b>Vendor Name:</b> SHI International Corp.		<b>Vendor #:</b> 14389	<b>Dept Contact:</b> Shanita Thompson

**Background and/or Reason for Change Order Request:** Request for approval of Change Order #2 to incorporate migration paperwork into the County PO 6834-1 in the County Finance software for documentation of contractual obligations, and to encumber funds in the amount of \$21,243.15 for FY25 and \$22,895.23 for FY26 for ETSB's portion of PO 6834-1, as per the attached requisition. This \$0 migration will upgrade ETSB from Professional to Enterprise Suite services and locks in the cost through December 30, 2026. There is no monetary change being made to the total amount of this contract. This change order is necessary for ETS Board approval of the migration from PO 6586-1 to PO 6834-1.

**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	\$569,732.27
B	Net \$ change for previous Change Orders	\$0.81
C	Current contract amount (A + B)	\$569,733.08
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New contract amount (C + D)	\$569,733.08
F	Percent of current contract value this Change Order represents (D / C)	0.00%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

**DECISION MEMO NOT REQUIRED**

- 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

**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:

Incorporation of migration paperwork for ETSB and to add lines for ETSB for FY25-26 costs onto the County PO 6834-1.

ek/SG	630-550-7743	Aug 2, 2024	LMZ	630-878-2509	Aug 2, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

**REVIEWED BY (Initials Only)**

Buyer	Date	Procurement Officer	Date <u>8/6/2024</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date