



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Dec 5, 2023

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

<b>Purchase Order #:</b> 923001/6194-1	<b>Original Purchase Order Date:</b> Dec 14, 2022	<b>Change Order #:</b> 1	<b>Department:</b> ETSB
<b>Vendor Name:</b> Voiance Language Services		<b>Vendor #:</b> 20971	<b>Dept Contact:</b> Eve Kraus
<b>Background and/or Reason for Change Order Request:</b>	Request for Change Order #1 in the amount of \$10,000.00 to Voiance Language Services PO 923001/6194-1 to encumber additional funds in the County Finance software for payment of invoices through the remainder of the contract. The contract expires on January 31, 2024.		
<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	\$15,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$15,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$10,000.00
E	New contract amount (C + D)	\$25,000.00
F	Percent of current contract value this Change Order represents (D / C)	66.67%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	66.67%


### 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  $\geq$  \$2,500.00, or  $\geq$  10%, of current contract amount ☒ Funding Source 4000-5820-53040
- ☐ OTHER - explain below:

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ek	630-550-7743	Dec 5, 2023	LMZ	630-878-2509	Dec 5, 2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer	Date		Procurement Officer	Date	12/5/23
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		