



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Consent  
EDC 3/18  
CB 3/25

Date: 2/14/25

MinuteTraq (IQM2) ID #: 25-0599

<b>Purchase Order #:</b> 6457	<b>Original Purchase Order Date:</b> Jun 1, 2023	<b>Change Order #:</b> 3	<b>Department:</b> Human Resources/WDD
<b>Vendor Name:</b> Turning Pointe Autism Foundation		<b>Vendor #:</b> 24835	<b>Dept Contact:</b> Lisa Schvach/Jamie Brown

**Background and/or Reason for Change Order Request:**

Decrease contract by \$75,000 and extend to 9/30/25 to continue services to youth in DuPage County. Transfer funds between lines to accommodate new program year (PY24)

Line 2 - decrease by \$26,106.05, to close line

Line 3 - decrease \$100,253.65

Add new line - Desc1: YOUTH TRAINING PROGRAM, Desc2: YOUTH TRAINING PROGR 24-681006, Company 5000, AU2840, Acct 53820-0000, Activity 24-681006. Amount \$51,359.70.

### 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	\$89,141.00
B	Net \$ change for previous Change Orders	\$139,441.00
C	Current contract amount (A + B)	\$228,582.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$75,000.00)
E	New contract amount (C + D)	\$153,582.00
F	Percent of current contract value this Change Order represents (D / C)	-32.81%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	72.29%

### 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: May 31, 2025 to: Sep 30, 2025
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount  Funding Source \_\_\_\_\_
- OTHER - explain below:

\_\_\_\_\_

DB _____	6191 _____	Feb 13, 2025 _____	LS _____	Feb 14, 2025 _____
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext

### REVIEWED BY (Initials Only)

Buyer _____	Date _____	Procurement Officer <u>[Signature]</u>	Date <u>2/19/25</u>
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