

EDC 10/15  
FI+CB 10/22



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Oct 1, 2024

MinuteTraq (IQM2) ID #: ED-CO-0004-24

<b>Purchase Order #:</b> 6029-0001 SERV	<b>Original Purchase Order Date:</b> Oct 1, 2022	<b>Change Order #:</b> 5	<b>Department:</b> Human Resources/WDD
<b>Vendor Name:</b> World Relief	<b>Vendor #:</b> 11674	<b>Dept Contact:</b> Lisa Schvach/Jamie Brown	
<b>Background and/or Reason for Change Order Request:</b>	Increase contract by \$253,378 and extended to 9/30/25 to allow the vendor to serve more clients.  Line 4 - decrease by \$15,873.16 and close line Line 5 - increase by \$15,873.16  Add new line - Description1: Youth training program, Description2: 24-681006. Co5000, AU2840, 53820, activity code 24-681006. Amount - \$253,378  New total contract amount of \$742,068		
<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	\$190,652.00
B	Net \$ change for previous Change Orders	\$298,038.00
C	Current contract amount (A + B)	\$488,690.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$253,378.00
E	New contract amount (C + D)	\$742,068.00
F	Percent of current contract value this Change Order represents (D / C)	51.85%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	289.23%
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	
<input checked="" type="checkbox"/> Increase (greater than 29 days) contract expiration from: Oct 29, 2024 to: Sep 30, 2025	
<input checked="" type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input checked="" type="checkbox"/> Funding Source 5000-2840	
<input type="checkbox"/> OTHER - explain below:	

DB	x6191	Oct 1, 2024	CC	x6228	Oct 1, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	Procurement Officer		Date