

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Human Resources	From: Purchasing & Contracting
RFP/ITB No.: 17-500452	Title: Pre-Employment Drug and Alcohol Testing Services (Annual Contract with 4 Options to Renew)
Effective Date: 10/10/2017	Expiration Date: 12/31/2023
Contract APPROVED Amount: \$1,754,108.53	Number of Change Orders to Date: 3

Contractor(s)	Contract No(s).	Amount Spent as of 12/31/23
Caduceus USA Medical Services, LLC	1082514	\$ 1,485,447.00

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

At the request of P&C, HR is seeking a six-month extension of the "Pre-Employment Drug and Alcohol Testing Services" contract effective January 1, 2024 through June 30, 2024 with an additional increase of \$200,000.00 in funding to cover the extension for six months.

JUSTIFICATION:

The amount ratifies an emergency extension due to non-contractual agreement with new selected vendor (Concentra) acquired through an RFP. Pre-employment drug and alcohol testing services is a critical component required for hiring new employees that must be continued for staffing to fill department vacancies.

If an increase to funding is required, provide the following:**Total Amount of Increase:** \$ _____**Funding Source:** General Enterprise 3 Digit Fund Cod: _____

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____ Other: _____

Department Director Signature & Date

J.L. Ranson 5/12/24

For Use by Purchasing and Contracting:Approved: Yes No Additional Comments (if applicable):**Purchasing and Contracting Signature & Date**