



DeKalb County
GEORGIA

Department of Purchasing and Contracting
Change Order Request Form

User Department: Innovation & Technology

From: Gwen Fore

CPA No.: 1254433

Title: Secured Signing Limited

Effective Date: 07/12/2026

Expiration Date: 07/12/2029

Contract APPROVED Amount: \$263,550.00

Contractor(s)	Contract No.	Amount Spent	
Secured Signing Limited	1254433	\$154,750.00	N/A

Total Amount Spent to Date: \$154,750.00

User Department Recommendation:

Renew

Bid

Justification:

Innovation and Technology is requesting to extend the contract term for 3 years and increase the contract amount by \$105,940.00 with Secured Signing Limited. Contract consists of a customized electronic cloud-based digital signature solution.

Scott Shelton Digitally signed by Scott Shelton
Date: 2026.05.04 15:21:47 -04'00'

5/4/2026

Department Director Signature

Date

Funding: General Enterprise

3 Digit Fund Code 100

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Jovan Hooper Digitally signed by Jovan Hooper
Date: 2026.06.03 11:21:36 -04'00'

Purchasing and Contracting Signature

Date