



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
CPA No. 1361755	Title: KNOWiNK Poll Pads
Effective Date: February 17, 2024	Expiration Date: December 31, 2025
Contract APPROVED Amount: \$248,000.00	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
KNOWiNK	1361755	Yes

User Department Recommendation: Renew ☐ Bid ☐ Increase ☒ Decrease ☐

Funding for Renewal Term: _____
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General ☒ Enterprise ☐ 3 Digit Fund Code 100 SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

Requesting approval to extend the term to December 31, 2026 and increase the amount of the existing KNOWiNK contract by \$600,000. This request will accommodate the costs associated with the change in our precinct card mailing process as coordinated by the Secretary of State this year. In addition to covering the mailings, the adjustment will also cover additional election-related purchases and services provided by this vendor during the remainder of the 2025 election year and throughout the 2026 cycle.



Department Director Signature

October 15, 2025

Date

For Use by Purchasing and Contracting: Approve ☒ Deny ☐

Additional Comments:

Purchasing and Contracting Signature

10.16.25

Date