

**DeKalb County
Department of Purchasing and Contracting
Change Order Request Form**

User Department: WorkSource DeKalb	From: Purchasing & Contracting
RFP/ITB No.: 21-500590	Title: Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator (Annual Contract with 3 Options to Renew)
Effective Date: 10/31/2021	Expiration Date: 06/30/2025
Contract APPROVED Amount: \$606,400.00	Number of Change Orders to Date: 1

Contractor(s)	Contract No(s).	Amount Spent
In The Door, LLC	1265085	\$409,449.60

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):

In The Door is the primary One-Stop Operator for the five (5) Metro Atlanta Local Workforce Development Areas. They have provided premier services which allow WorkSource DeKalb (WSD) and our mandatory partners to better meet the needs of an increasing population of job seekers and business customers. In The Door's ability to successfully integrate partners of the workforce system will ensure operational success as well as an effective delivery of services to the citizens of DeKalb County. In The Door, LLC, has provided exceptional service at a competitive rate. Therefore, WSD is requesting the continuation of services within The Door, LLC without the need for a competitive bid to increase the amount of their contract. WorkSource DeKalb requests to extend the contract for 4 years.

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ 151,600.00

Funding Source: General ☒ Enterprise ☐ 3 Digit Fund Code: 250

SPLOST Category (if applicable): _____

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

Other: _____

Robert D. Davis III

Digitally signed by Robert D. Davis III
Date: 2025.03.27 08:48:19 -04'00'

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

**Crystal
Manson**

Digitally signed by Crystal
Manson
Date: 2025.04.24
17:46:18 -04'00'

Purchasing and Contracting Signature & Date

Justification:

In The Door is the primary One-Stop Operator for the five (5) Metro Atlanta Local Workforce Development Areas. They have provided premier services which allow WorkSource DeKalb (WSD) and our mandatory partners to better meet the needs of an increasing population of job seekers and business customers. In The Door's ability to successfully integrate partners of the workforce system will ensure operational success as well as an effective delivery of services to the citizens of Dekalb County. In The Door, LLC, has provided exceptional service at a competitive rate. Therefore, WSD is requesting the continuation of services within The Door, LLC without the need for a competitive bid to increase the amount of their contract. WorkSource DeKalb requests to extend the contract for 1 year. July 1, 2025-June 30, 2026.