

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

User Department: Human Resources & Merit System		From: Purchasing and Contracting	
ITB/RFP No.: 20-500542		Title: Employee Assistance Program (Multiyear Contract)	
Effective Date: 09/01/2021		Expiration Date: 08/31/2025	
Contract APPROVED Amount: \$473,120.00		Number of Change Orders to Date: 2	

Contractor(s)	Contract No(s).	Amount Spent
Keystone Peer Review Organization, LLC (KEPRO)	1239452	\$435,635.31

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 Purchasing & Contracting, HR is seeking a three month extension of the Employee Assistance Program (EAP) provided by KEPRO contract effective 9/1/25 through 11/30/25. The associated cost is estimated at \$28,500. to cover services.

JUSTIFICATION:
KEPRO provides County employees with diagnostic counseling, critical incident debriefing, and referral assistance for a variety of services. An extension will allow P&C sufficient time for processing after the proposed 9/9/25 BOC approval without service interruption. KEPRO is the selected vendor in the new RFP# 2025-100073.

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


Total Amount of Increase: \$ 28,500.00

Funding Source: General ☒ Enterprise ☐ 3 Digit Fund Code: 100

SPLOST Category (if applicable): _____

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

Other: _____


8/14/25

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: 2025.08.15 10:00:31 -0400

Purchasing and Contracting Signature & Date