



DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department:</b> Finance – Risk Management		<b>From:</b> Purchasing and Contracting Department	
<b>CPA No.:</b> 1284701		<b>Title:</b> Sole Source – GRM Information Management Services	
<b>Effective Date:</b> April 6, 2022		<b>Expiration Date:</b> March 31, 2025	
<b>Contract APPROVED Amount:</b> \$96,309.00		<b>Number of Change Orders to Date:</b> 0	
<b>Contractor(s)</b>		<b>Contract No.</b>	<b>Agrees to Extend</b>
GRM Information Management Of Atlanta, LLC		1284701	N/A

**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 \_\_\_\_\_ SPLOST ☐    Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

**For Use by Purchasing and Contracting:**      Approve ☐      Deny ☐

**Additional Comments:**

\_\_\_\_\_  
Purchasing and Contracting Signature

\_\_\_\_\_  
Date