



DeKalb County  
GEORGIA

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

|                                        |                                             |
|----------------------------------------|---------------------------------------------|
| User Department: Police Services       | From: Purchasing and Contracting Department |
| CPA No. 22-3003807                     | Title: Cloud Based Software – Form Builder  |
| Effective Date: 08/27/2025             | Expiration Date: 08/27/2028                 |
| Contract APPROVED Amount: \$165,000.00 | Number of Change Orders to Date: 2          |

| Contractor(s) | Contract No. | Agrees to Extend |
|---------------|--------------|------------------|
| GOVOS         | 1373878      | Yes              |
|               |              |                  |
|               |              |                  |
|               |              |                  |

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

Funding for Renewal Term: \$124,125.00  
(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 274 SPLOST ☐ Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Police Services is requesting to increase Contract #1373878 Cloud Based Software - Form Builder for the purchase of GOVOS. The increase is for Year 1 (2025) to Year 3 (2028) with a 10% annual fee increase. The fund code is Police - 274. Here's the breakdown for funding request: \$37,500 (Year 1), \$41,250 (Year 2), & \$45,375 (Year 3).

  
Department Director Signature

08/27/25

Date

**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

Willie Moon

Digitally signed by Willie Moon  
Date: 2025.09.26 05:38:08 -04'00'

9/26/25

Purchasing and Contracting Signature

Date