

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

User Department: Property Appraisal Department	From: Purchasing and Contracting
ITB/RFP No.: n/a Sole Source Purchase	Title: Sole Source for Portal Development, Maintenance and Hosting Services
Effective Date: October 7, 2024	Expiration Date: June 30, 2025
Contract APPROVED Amount: \$80,000.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
Schneider Geospatial, LLC	2000319	\$56,426.00

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):
 Schneider is responsible for annual hosting, updates and maintenance of Property Appraisal website with online modules. Request is for second through fifth years.

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

Total Amount of Increase: \$ 253,068
Funding Source: General Enterprise 3 Digit Fund Code: 100
 SPLOST Category (if applicable): _____
 CIP Line-Item No. (if applicable): _____
 Other: _____

Calvin Hicks
 Calvin Hicks (Jun 30, 2025 10:04 EDT)

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: 2025.07.21
09:21:26 -04'00'

Purchasing and Contracting Signature & Date