

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

<b>User Department:</b> WorkSource DeKalb	<b>From:</b> Purchasing & Contracting
<b>RFP/ITB No.:</b> 22-500614	<b>Title:</b> Workforce Innovation and Opportunity Act (WIOA) Career Training Services - Youth (Annual Contract with 2 Options to Renew)
<b>Effective Date:</b> 6/12/2023	<b>Expiration Date:</b> 06/30/2025
<b>Contract APPROVED Amount:</b> \$400,000.000	<b>Number of Change Orders to Date:</b> 1

Contractor(s)	Contract No(s).	Amount Spent
In The Door, LLC	1330541	\$312,943.22

**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 Sub-Recipient for WorkSource DeKalb Youth Department. They have provided premier services which allow WorkSource DeKalb (WSD) and our mandatory partners to better meet the needs of an increasing population of youth job seekers. 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 youth 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. +

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

**Total Amount of Increase:** \$ 400,000.00

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


SPLOST Category (if applicable): \_\_\_\_\_

CIP Line-Item No. (if applicable): \_\_\_\_\_

Other: \_\_\_\_\_

**Robert D. Davis III**

**Department Director Signature & Date**

 Digitally signed by Robert D. Davis III  
Date: 2025.05.30 12:55:08 -04'00'

**For Use by Purchasing and Contracting:**


Approved: Yes ☒ No ☐

**Additional Comments (if applicable):**

This is an annual contract with 2 options to renew. This request is to exercise the 2nd renewal option.

**Crystal Manson**

**Purchasing and Contracting Signature & Date**

 Digitally signed by Crystal Manson  
Date: 2025.06.11 02:07:13 -04'00'