

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

<b>User Department:</b> Human Resources	<b>From:</b> Purchasing & Contracting	
<b>RFP/ITB No.:</b> N/A	<b>Title:</b> Cooperative Agreement for Pre-Employment Background Investigation Services (Contract 2024-0016001 with Housing Authority of the City of Atlanta)	
<b>Effective Date:</b> 8/27/2024	<b>Expiration Date:</b> 4/24/2025	
<b>Contract APPROVED Amount:</b> \$250,000.00	<b>Number of Change Orders to Date:</b> 0	
<b>Contractor(s)</b>	<b>Contract No(s).</b>	<b>Amount Spent</b>
HR TruCheck, Inc.	2000073	\$39,765.62

**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):

Requesting a 120-day extension with HR TruCheck for pre-employment background investigation services. This extension is necessary to allow P&C time to assess the LSBE participation requirements as well as for background services to continue until a new contract is fully executed for RFP No. 2024-100009 Background Screening Services.. There will be no additional funds requested.

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

**Total Amount of Increase:** \$ 0

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

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

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

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

*B.C. Ransom* 3/19/25

**Department Director Signature & Date**

<b><u>For Use by Purchasing and Contracting:</u></b>	Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b><u>Additional Comments (if applicable):</u></b>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b>Crystal Manson</b>  <small>Digitally signed by Crystal Manson Date: 2025.03.21 15:42:52 -04'00'</small> </div> <div> <b>Purchasing and Contracting Signature &amp; Date</b> </div> </div>	