

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

User Department: Human Resources & Merit System	From: Purchasing & Contracting
RFP No.: 19-500533	Title: Temporary Personnel Services (Four (4) Year Multiyear Contract)
Effective Date: July 1, 2020	Expiration Date: June 30, 2025
Contract APPROVED Amount: \$25,000,000.00 CPA 1213056 - \$15,500,000.00 CPA 1213057 - \$ 9,500,000.00	Number of Change Orders to Date: 6

Contractor(s)	Contract No(s).	Amount Spent as of 4/21/25
Corporate Temps Inc.	1213056	\$ 11,262,650.00
Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services	1213057	\$ 8,107,226.83

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):

At the recommendation of P&C, HR is seeking a six-month extension of the temporary personnel contracts expiring June 30, 2025, with no additional increase in funding to avoid disruption in services.

- Corporate Temps (CPA 1213056) – extend for six months (June 30, 2025 – December 31, 2025) not to exceed the current funding of \$15,500,000.
- AppleOne (CPA 1213057 - extend for six months (June 30, 2025 – December 31, 2025) not to exceed the current funding of \$9,500,000.

Justification:

The current vendors provide County departments with temporary personnel services to fulfill short-term assignments and meet organizational objectives. The RFP released for Temporary Personnel Services is very competitive and has become very lengthy in the evaluation process with 27 respondents.

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: _____

Jadira P. Hayes

for BCR 5/1/25

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Purchasing and Contracting Signature & Date

Crystal Manson

Digitally signed by Crystal
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