



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

User Department: Finance	From: Purchasing & Contracting
RFP No.: 19-500520	Title: Development of Cost Allocation Plans
Effective Date: February 11, 2020	Expiration Date: July 31, 2026
Contract APPROVED Amount: \$846,570.00	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
MGT Impact Solutions LLC	2000460	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$117,000

(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 100 SPLOST Category _____
CIP Line Item No. (if applicable): _____

Justification:

The county uses the Cost Allocation Plan to claim indirect costs as charges against grants, special revenue funds, and enterprise funds. It allows the county to correctly capture overhead costs and ensure expenses allocations reflect the actual benefit received. Moreover, it is required for compliance purposes.



Department Director Signature

5/27/2026

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Djuana Herron

Purchasing and Contracting Signature

6/20/2026

Date