



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

User Department: WorkSource DeKalb	From: Purchasing & Contracting
RFP/ITB No.: 21-500590	Title: Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator (Annual Contract with 3 Options to Renew)
Effective Date: 10/31/2021	Expiration Date: 06/30/2026
Contract APPROVED Amount: \$758,000.00	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
In The Door, LLC	1265085	\$474,356.11

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 currently provides services to assist county residents who want to enroll in WIOA services and programs, and coordinates with all other "One Stop" partners. The contract extension is required to maintain continuity of services at the Comprehensive One Stop operations center while the RFP process is completed.

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

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

Lorne C. Green 6/5/2026
Department Director Signature & Date

For Use by Purchasing and Contracting: Approved: Yes No

Additional Comments (if applicable):

Greg Anderson 6/5/2026
Purchasing and Contracting Signature & Date