



**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
Effective Date: July 1, 2020	Expiration Date: June 30, 2024
Contract APPROVED Amount: \$25,000,000.00	Number of Change Orders to Date: 5

Contractor(s)	Contract No(s).	Amount Spent as of 2/26/24
Corporate Temps Inc.	1213056	\$ 9,317,938.58
Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services	1213057	\$ 5,830,218.36

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 request of P&C, HR is seeking a one-year extension of the temporary personnel contracts, expiring June 30, 2024, with no additional increase in funding.

- **Corporate Temps** - extend for one additional year (July 1, 2024 - June 30, 2025) not to exceed the current funding of \$15,500,000.
- **AppleOne** - extend for one additional year (July 1, 2024 - June 30, 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 extension will allow revision of Scope of Services, if needed, and sufficient time for advertisement, review of bid proposal/selection, and BOC approval.

P&C anticipates advertising the RFP in Q3 of 2024.

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: _____

Benita C. Ransom Digitally signed by Benita C. Ransom
Date: 2024.03.20 22:11:32 -04'00'

03/20/2024

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes No

Additional Comments (if applicable):

Purchasing and Contracting Signature & Date