



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department	
Contract Purchase Agreement: 1369531	Title: Consultant Services for Voter Registration aka Integrated Communications for the County Board of Registration & Elections	
Effective Date: March 19, 2024	Expiration Date: March 30, 2026	
Contract APPROVED Amount: \$196,000.00	Number of Change Orders to Date:	
Contractor(s)		
Contract No.	Agrees to Extend	
Profile Marketing & Public Relations, LLC	1369531	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$32,000
(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:

Request approval to extend the terms to April 30, 2026 and increase the amount by \$32,000 of the current Profile Marketing agreement.

Continuous, timely, and accurate information is paramount to VRE's success in delivering quality services to over 560K voters. This remains critical as we head into the 2026 Gubernatorial/Midterm Election Cycle which will require robust voter engagement and communications. Due to the ongoing need for continuous communication services that are vital to the Voter Registration and Election department's operations, the vendor has been providing essential support while procurement continues to facilitate the bid process for 2026.

Although 2025-126-ITB bids are currently under review, public relations and communication services remain a priority and indispensable during this transition period. Therefore, continuing payments are necessary to ensure uninterrupted service, mitigate any operational risks, and maintain business continuity. This change order will cover services rendered during the months of January-April 2026 and prevent any gaps that could negatively impact our department's productivity and overall operations while Purchasing and Contracting completes their thorough bid review and recommendation process.



Department Director Signature

January 12, 2026

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Djuana Herron
Digitally signed by Djuana Herron
Date: 2026.01.29 19:11:57 -05'00'

Purchasing and Contracting Signature

01/29/2026

Date