

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

<b>User Department: Purchasing &amp; Contracting</b>	<b>From: Purchasing &amp; Contracting</b>
<b>RFP No.: 14-500331</b>	<b>Title: Local Small Business Enterprise (LSBE) Certification and/or Compliance Services</b>
<b>Effective Date: January 27, 2015</b>	<b>Expiration Date: August 31, 2021</b>
<b>Contract APPROVED Amount: \$1,858,083.51</b>	<b>Number of Extensions to Date: 3</b>

Contractor(s)	Contract No.	Agrees to Extend
Georgia Minority Supplier Development Council	966523	Yes

**User Department Recommendation:**

Funding for Renewal Term: \$280,668.30  
 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General  Enterprise  SPLOST  3 Digit Fund Code 100  
 CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Request a one year extension to allow the County to implement recommendations resulting from the internal assessment. At this writing, an overview of the assessment has been sent to the FAB Subcommittee. It is anticipated that a final decision whether to outsource or bring the services in house will be made and implemented in the upcoming year. Based on the internal assessment and development of processes to better monitor the program, P&C is better positioned to write a scope or work for a solicitation if the decision is to outsource or source software bring services in house if that is the chosen path.

**Cathryn Horner** Digitally signed by Cathryn Horner  
Date: 2021.07.14 11:02:35 -04'00'  
 \_\_\_\_\_  
**Department Director Signature**

**July 14, 2021**  
 \_\_\_\_\_  
**Date**

**For Use by Purchasing and Contracting:**

Approve  Deny

**Additional Comments:**

\_\_\_\_\_  
**Purchasing and Contracting Signature**

\_\_\_\_\_  
**Date**