



DATE: April 5, 2022

TO: Delois Robinson, Procurement Deputy Director
Purchasing & Contracting Department

FROM: Mirtha V. Ramos, Chief 
DeKalb County Police Department

SUBJECT: Proposed Amendment/Change Order No.1 to Contract No. 1234093 for
DeKalb Police Promotional Selection & Testing Process Services
(Make-up Session)

Original Contract Term and Dollar Amount: \$206,880.00 01/19/2021-12/31/2023

Previous Extension of the Term: N/A

Previous Changes to the Dollar Amount: N/A

Current Cumulative Contract Term and Dollar Amount: \$206,880.00 01/19/2021-12/31/2023

Proposed Cumulative Contract Term and Dollar Amount: \$14,765.00

Detailed Description of Requested Changes: To add additional funding for make-up testing services under contract. The amount requested is \$14,765.00.

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid: Our current vendor provides promotional selection and testing services for the DeKalb County Police Department. We are in need of a make-up testing session for the rank of Sergeant, Lieutenant and Captain for those employees who were away on military leave. This make-up test was not included in the original contract request; however, must be conducted by the same vendor to ensure equity and fairness in the promotional process.

If you have any questions or concerns, please contact Travis C. Cherry at (770) 724-7549.

Attachments
MVR/tc