

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

<b>User Department:</b> Human Resources & Merit System	<b>From:</b> Purchasing & Contracting
<b>RFP No.:</b> 19-500533	<b>Title:</b> Temporary Personnel Services (Four (4) Year Multiyear Contract)
<b>Effective Date:</b> July 1, 2020	<b>Expiration Date:</b> December 31, 2025
<b>Contract APPROVED Amount:</b> \$25,000,000.00 CPA 1213056 - \$15,500,000.00 CPA 1213057 - \$ 9,500,000.00	<b>Number of Change Orders to Date:</b> 7

Contractor(s)	Contract No(s).	Amount Spent as of 11/6/25
Corporate Temps Inc.	1213056	\$ 13,352,132.21
Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services	1213057	\$ 8,210,060.66

**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 recommendation of P&C, HR is seeking to extend the contract term for the Temporary Personnel Services contracts expiring December 31, 2025, for an additional three months until March 31, 2026, with no additional increase in funding. This request is to avoid disruption in services.

- Corporate Temps (CPA 1213056)
- AppleOne (CPA 1213057)

**Justification:**

The current vendors provide County departments with temporary personnel services to fulfill short-term assignments and meet organizational objectives. The recommendation to award for RFP No 24-100007 released for Temporary Personnel Services is scheduled to be seen by the BOC on 11/18/25. This extension will allot time for BOC approval and finalization of the contracts.

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

**Total Amount of Increase:** \$ \_\_\_\_\_

**Funding Source:** General ☐ Enterprise ☐ 3 Digit Fund Code: 100

SPLOST Category (if applicable): \_\_\_\_\_

CIP Line-Item No. (if applicable): \_\_\_\_\_

Other: \_\_\_\_\_

 11/13/25  
**Department Director Signature & Date**

**For Use by Purchasing and Contracting:**

Approved: Yes ☒ No ☐

**Additional Comments (if applicable):**

**Purchasing and Contracting Signature & Date** Crystal Manson

Digitally signed by Crystal Manson  
Date: 2025.11.25 11:49:08  
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