

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

Title: Employee Assistance Program (Multiyear Contract)  Effective Date: 09/01/2021  Contract APPROVED Amount: \$393,120.00  Number of Change Orders to Date: 1  Contract APPROVED Amount: \$393,120.00  Number of Change Orders to Date: 1  Contract No(s).  KEPRO, Inc.  1239452  \$254,332.61  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 Purchasing & Contracting (P&C), HR is seeking a one-year extension of the Employee Assistance Program (EAP) contract effective 1/1/25 through 12/31/25. The associated cost is estimated a \$124,800.00 to cover services plus close out.  JUSTIFICATION: The current vendor provides County employees with diagnostic counseling, critical incident debriefing, and referral assistance for a variety of services. An extension will allow P&C sufficient time for advertisement, review of bid proposal/selection, and BOC approval without service interruption.  If an increase to funding is required, provide the following: Total Amount of Increase: \$124,800.00  Funding Source: General Calegory (if applicable): CIP Line-Item No. (if applicable): Additional Comments (if applicable): Additional Comments (if applicable):	User Department: Human Resources & Merit System	From: Purchasing and Contracting	
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	For Use by Purchasing and Contracting: Ap	proved: Yes No	
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