



Contract Modification / Amendment Request Form

INSTRUCTIONS: Using Agencies requesting the Office of the Chief Procurement Officer ("OCPO") process a contract modification / amendment request must complete this form. Please upload a completed copy of this form with any additional supporting documentation into Bonfire.

PART I: USING AGENCY GENERAL INFORMATION

Using Agency:	Department of Corrections
Contact Name / Phone:	Vincent Cook/ 773-674-2849
Requestor / Date:	Niki Solomon / 4/28/2026

PART II: CURRENT CONTRACT GENERAL INFORMATION

Approved Contract Amount:	\$1,135,000.00	Approved Contract Term:	9/26/2022-9/25/2026
General Funding Source:	Capital Project	Last Approved Amendment No.:	1
Full Expense Account String:	11569.28609.560156.00000.00000		
Contract # / Requisition #:	2217-05270/10000309179		
Vendor Name:	Command Sourcing, Inc.		
Vendor Contact Name:	Scott Woods	Vendor Contact Email:	swoods@comandsourcing.com

PART III: MODIFICATION / AMENDMENT REQUEST SUMMARY INFORMATION

Select all applicable check boxes. Enter the increase or decrease amount if an amount change is being requested. If increase, select explanation for increase. If no increase is being requested, explain why. Enter the renewal or extension period if a date change is being requested. Input a brief summary description of the change in scope if a scope change is being requested.

Increase Decrease Other Enter Amount: \$1,192,100.00

Explanation of Increase/Decrease: Continuation of Existing Services

If no increase is being requested for the renewal/extension, please explain why:

Renewal Extension Other Enter Dates: 9/26/2026-9/25/2027

If this is the Contract's last renewal option, will the supplies/services be required after the expiration date? YES NO
If yes, provide estimated date, taking into account OCPO cycle time, you will be submitting a new contract request to OCPO.

A requisition will be entered in the system 1/1/2027

If this is an extension: why is the extension necessary, and what actions are being taken to prevent future extension requests?

N/A

Reminder: this form must be uploaded into Bonfire when complete

Check if Scope Change (adding and/or removing). If adding, how is the change in scope germane to the original Contract? Identify the Contract section that authorizes this proposed scope change. Explain how pricing is fair, reasonable, and consistent with the Contract. Attach additional sheets if necessary.

N/A

(Upload scope and pricing documents to Bonfire)

If the renewal/extension request is submitted under 100 days or less of current Contract expiration date, please explain why the request is late and what actions will be taken to prevent future late requests.

N/A

PART IV: TECHNOLOGY

Is this a Technology Service or Equipment Request? (If you are unsure contact the Bureau of Technology).

- Yes - Please contact the Bureau of Technology for their approval and include the completed BOT Concurrence Form with this request, if applicable.
- No

Using Agency Signature

The undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief.

Niki Solomon

Niki Solomon

4/28/2026

Requestor (Signature)

Requestor (Printed)

Date

Sojourner Colbert

Sojourner colbert

04/29/2026

Using Agency Head (Signature)

Using Agency Head (Printed)

Date

Reminder: this form must be uploaded into Bonfire when complete