



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: June 16, 2025

MinuteTraq (IQM2) ID #: 25-1537

Department Requisition #: N/A

Requesting Department: Human Resources	Department Contact: Christine Clevenger
Contact Email: Christine.Clevenger@dupagecounty.gov	Contact Phone: 630-407-6228
Vendor Name: OnActuate Consulting U.S., Inc	Vendor #: 41893

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Requesting to extend contract for new ERP Payroll System implementation to January 31, 2026.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The County is currently implementing a new Dayforce ERP and payroll system. The implementors, OnActuate, are contracted to guide the implementation through to the go live of the new system. It was identified that critical changes were necessary based on the initial parallel testing review process. The system is currently undergoing the updated parallel validation process. Staff from various county departments are engaged in training, learning, testing and validating data necessary for payroll processing and post-payroll reports, which are vital for operations. Meanwhile, the new automation for employee self-service, manager self-service and electronic benefits connections are being properly established and is functioning as needed.

Strategic Impact

Financial Planning

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Implementing a payroll system that offers employees easy and real-time access to their payroll and benefits information will also eliminate the current use of the Kronos time and attendance system by Public Works, Facilities Management and the Care Center. Furthermore, this will automate many manual processes that are currently handled internally, such as the open enrollment process.

Source Selection/Vetting Information - Describe method used to select source.

RFP# 22-107-HR

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

Recommendation to increase PO by \$373,750 and to allow the change in the go live time line to accomplish all the implementation completely.

Other options:

1. Stop the current implementation process and maintain the current payroll system
2. Identify a different go live date.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Increase PO6496 by \$373,750 for a total amount not to exceed \$1,210,475. Please note there is no increase to the original budget with this request. In addition we are simultaneously requesting a decrease in the HCM Ceridian contract of \$373,750 resulting in a neutral budget exchange.