



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: Dec 27, 2023

MinuteTraq (IQM2) ID #: 24-0251

Department Requisition #: N/A

Requesting Department: Human Resources	Department Contact: MarGaret Mason-Ewing
Contact Email: MarGaret.Mason-Ewing@dupagecounty.gov	Contact Phone: 6300
Vendor Name: Ceridian HCM Inc.	Vendor #: 41892

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

To increase contract by \$248,820.00 to include Dayforce Touch and Tuff Clocks.

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

This was a planned addition. We have a few departments that currently utilize time clocks and wish to continue that practice. We have seen the various types of time clocks with demonstrations provided for the appropriate departments. The departments that will utilize time clocks are: Care Center (10), County Clerk/Election Div (2), DOT (2), Facilities Management (7), Public Works (4), and Stormwater (1). The usage fee is an annual subscription.

Strategic Impact

Customer Service

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

This will allow a) best in class software for time keeping, b) payroll processing support, and c) obtaining self-service component. Additionally, the Dayforce system is compatible with our current ID badge system, which will allow quick and efficient clocking in and direct recording of time to the employees schedule. This is key for our large employee group at the Care center.

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

County issued a RFP 22-108-HR in 2023.

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

Approve the increase to increase efficiencies compatible with the County HR Payroll system. Do nothing and risk not being in compliance with Federal or State laws. Seek an alternate vendor, but the risk of not being compatible with new HR Payroll system and delay the launch.

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.

FY 24: \$49,764.00 Budget Code 6000-1225-54100
FY 25: \$49,764.00 Budget Code 1000-1120-54100
FY 26: \$49,764.00 Budget Code 1000-1120-54100
FY 27: \$49,764.00 Budget Code 1000-1120-54100
FY 28: \$49,764.00 Budget Code 1000-1120-54100