

FI + CB 1/27

# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Jan 22, 2026

File ID #: 26-0435

<b>Purchase Order #:</b> 6496-1-SERV	<b>Original Purchase Order Date:</b> Aug 1, 2023	<b>Change Order #:</b> 6	<b>Department:</b> Human Resources
<b>Vendor Name:</b> OnActuate Consulting, U.S., Inc.		<b>Vendor #:</b> 41893	<b>Dept. Contact:</b> Christine Clevenger
<b>Action Requested and Reason for Change Order Request:</b> Change order to increase to add/increase Line 5 (Implementation FY26 6000-1225-54107) by \$206,677.00 to process invoices as this project is still in the implementation process.  The go-live date has been moved to April 3, 2026. The amount increased will be moved from PO 6499-1-SERV, Ceridian HMC (Managed Payroll), to complete the implementation process. New contract total not to exceed \$1,417,152.00.			

## IN ACCORDANCE WITH 720 ILCS 5/33E-9

- ☒ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☐ (B) The change is germane to the original contract as signed.
- ☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE		
A	Starting Contract Value	\$645,095.00
B	Net \$ Change for Previous Change Order	\$565,380.00
C	Current Contract Amount (A + B)	\$1,210,475.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$206,677.00
E	New Contract Amount (C + D)	\$1,417,152.00
F	Cumulative Change Order Amount (B + D)	\$772,057.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	119.68%

## DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (≤59 Days) ☐ Update Budget Code
- ☐ Change Budget Code From: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase/Decrease Quantity From: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Price Shows: \_\_\_\_\_ should be: \_\_\_\_\_ ☐ Move Funds Between Lines
- ☐ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

## DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☒ Contract Extension Greater Than 59 Days From Jan 31, 2026 to Aug 31, 2026 ☐ Cancel Contract
- ☒ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☒ Other - Explain In Summary Explanation Box Below

**Summary Explanation** - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Requesting to extend contract for new ERP Payroll System implementation to August 31, 2026 to cover the implementation. Phase 1 of the go live consist of payroll live as of April 3, 2026. Second phase of Human Resources modules to follow. Increase the PO by \$206,677.00 from \$1,210,475.00 to \$1,417,152.00 to cover all costs.

**Original Source Selection/Vetting Information** - Describe method used to select source; for instance, bid, RFP, sole source, etc.

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 \$206,677.00 to complete the implementation of the Ceridian/Dayforce payroll system.  
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  
Increase PO6496 by \$206,677.00 for a total amount not to exceed \$1,417,152.00. Please note there is no increase to the original budget with this request. In addition we are simultaneously requesting a decrease in the Ceridian HCM contract of \$206,677.00 resulting in a neutral budget exchange.

**APPROVALS - Initials Only**

<u>JS</u>	<u>6251</u>	<u>Jan 22, 2026</u>	<u>CC</u>	<u>6228</u>	<u>Jan 22, 2026</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>8</u>	<u>1/22/2026</u>				
Reviewed by Procurement Officer	Date		Completed by Buyer		Date