

Consent
FI/CB 1/27

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

Date: Jan 22, 2026

File ID #: 26-0438

Purchase Order #: 6499-1-SERV	Original Purchase Order Date: Aug 1, 2023	Change Order #: 7	Department: Human Resources
Vendor Name: Ceridian HCM, Inc.		Vendor #: 41892	Dept. Contact: Christine Clevenger
Action Requested and Reason for Change Order Request: Decrease Line 3 (FY25 - Managed Payroll /1000-1120-53090) by \$86,250.00 Decrease Line 4 (FY26 - Managed Payroll/6000-1225-54107) by \$120,427.00 Decreasing PO from \$1,404,905.50 to \$1,198,228.50, due to allocated funds will not be used as the project is still in the implementation process. The go-live date has been moved to April 3, 2026. The amount decreased (\$206,677.00) will be moved to PO 6496-0001 SERV, OnActuate Consulting U.S. Inc. to complete implementation process.			

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	\$1,932,335.50
B	Net \$ Change for Previous Change Order	(\$527,430.00)
C	Current Contract Amount (A + B)	\$1,404,905.50
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$206,677.00)
E	New Contract Amount (C + D)	\$1,198,228.50
F	Cumulative Change Order Amount (B + D)	(\$734,107.00)
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-37.99%

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 _____ to: _____ ☐ 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.

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

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

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

APPROVALS - Initials Only

<u>JS</u>	<u>6251</u>	<u>Jan 22, 2026</u>	<u>AC</u>	<u>6228</u>	<u>Jan 22, 2026</u>
Prepared By	Phone Ext.	Date	Recommended for Approval	Phone Ext.	Date
<u>VC</u> <u>[Signature]</u>					
Reviewed by Procurement Officer	<u>Jan 23, 2026</u>		<u>Completed by Buyer</u>		<u>Date</u>