

CONSENT  
F11/CB 11/27

# 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
<p>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</p> <p>Action Requested and Reason for Change Order Request: 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.</p>			

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