



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 9, 2024

MinuteTraq (IQM2) ID #: 24-1508

Purchase Order #: 6499-0001 SERV	Original Purchase Order Date: Sep 1, 2023	Change Order #: 4	Department: Human Resources
Vendor Name: Ceridian HCM	Vendor #: 41892		Dept Contact: Christine Clevenger
Background and/or Reason for Change Order Request:	Decrease Service Line 2 by (\$287,500), decreasing PO from \$2,066,155.50 to \$1,778,655.50. This is to accommodate the requested extension of the ERP Payroll System implementation from a go live date of July 1, 2024 to October 1, 2024.		
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 \$2,181,155.50
B	Net \$ change for previous Change Orders (\$115,000.00)
C	Current contract amount (A + B) \$2,066,155.50
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$287,500.00)
E	New contract amount (C + D) \$1,778,655.50
F	Percent of current contract value this Change Order represents (D / C) -13.91%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) -18.45%

DECISION MEMO NOT REQUIRED

- Cancel entire order Close Contract Contract Extension (29 days) Consent Only
- Change budget code from: _____ to: _____
- Increase/Decrease quantity from: _____ to: _____
- Price shows: _____ should be: _____
- Decrease remaining encumbrance and close contract Increase encumbrance and close contract Decrease encumbrance Increase encumbrance

DECISION MEMO REQUIRED

- Increase (greater than 29 days) contract expiration from: _____ to: _____
- Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount Funding Source _____
- OTHER - explain below:

JM	6116	May 9, 2024	CC	6228	May 9, 2024
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer _____		Date _____	Procurement Officer _____		Date _____
Chief Financial Officer (Decision Memos Over \$25,000)		Date _____	Chairman's Office (Decision Memos Over \$25,000)		Date _____