

Consent  
FI + OB 6/24



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 16, 2025

MinuteTraq (IQM2) ID #: 25-1554

<b>Purchase Order #:</b> 6499-1-SERV	<b>Original Purchase Order Date:</b> Aug 1, 2023	<b>Change Order #:</b> 5	<b>Department:</b> Human Resources
<b>Vendor Name:</b> Ceridian HCM, Inc.		<b>Vendor #:</b> 41892	<b>Dept Contact:</b> Christine Clevenger
<b>Background and/or Reason for Change Order Request:</b>	Decrease line 2 FY24 (Managed Payroll / 6000-1225-53090) by \$86,250.00 Decrease line 3 FY25 (Managed Payroll / 1000-1120-53090) by \$287,500.00  Decreasing PO from \$1,778,655.50 to \$1,404,905.50, due to allocated funds will not be used as project is still in the implementation process. The go-live date has been moved to October 1, 2025. The amount decreased (\$373,750.00) will be moved to PO 6496-0001 SERV, OnActuate Consulting US, Inc. to complete implementation process.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			

- ☒ (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	(\$402,500.00)
C	Current contract amount (A + B)	\$1,778,655.50
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$373,750.00)
E	New contract amount (C + D)	\$1,404,905.50
F	Percent of current contract value this Change Order represents (D / C)	-21.01%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-35.59%
<b>DECISION MEMO NOT REQUIRED</b>		

- ☐ 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

<b>DECISION MEMO REQUIRED</b>	
<input type="checkbox"/> Increase (greater than 29 days) contract expiration from: _____ to: _____	
<input type="checkbox"/> Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount <input type="checkbox"/> Funding Source _____	
<input type="checkbox"/> OTHER - explain below:	

<u>JS</u>	6251	Jun 16, 2025	<u>cc</u>	6228	Jun 16, 2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
<b>REVIEWED BY (Initials Only)</b>					
Buyer		Date	Procurement Officer		Date
					6/17/2025
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date