



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: May 9, 2024

MinuteTraq (IQM2) ID #: FI-CO-0015-24

Department Requisition #: PO 6496

Requesting Department: Human Resources	Department Contact: Christine Clevenger
Contact Email: Christine.Clevenger@dupagecounty.gov	Contact Phone: 630-407-6228
Vendor Name: OnActuate Consulting U.S., Inc.	Vendor #: 41893

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Increase the PO by \$191,630 from \$645,095.00 to \$836,725.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The County is currently in the process of an implementation of a new ERP payroll system with Cerdian/Dayforce. The implementors, OnActuate, are contracted to guide the implementation through to the go live of the new system. The process is currently in the testing and refining stage of the implementation. This is a interactive process with the implementation team as County staff are training, learning, testing and reviewing data for payroll processing along with all the new automation for electronic work flows, employee self service, manager self service and electronic benefits connections are being set up properly and working as needed. The original contract did not include on site support, which is also included in this request. In addition, there is a pending Memorandum of Understanding (MOU) with the Regional Office of Education in which they will be moving all non-paid benefit eligible staff to the new system to be effective at the new go live date.

Strategic Impact

Financial Planning Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

Using a payroll system that provides easy and real time access to employees to their payroll and benefits information. This also will provide automation to many manual processes currently being handled internally.

Source Selection/Vetting Information - Describe method used to select source.

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 \$191,630 to allow the change in the go live time line to accomplish all the implementation in a more thorough way and allows time for the Regional Office of Education to be included in this implementation.

Other options:

- Maintain the go live date of July 1, 2024
- Maintain current payroll system

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

Increase PO 6496 by \$191,630 for a new total amount not to exceed \$836,725. 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, Inc. contract of \$287,500 for a net savings for the overall budget of \$95,870.