



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: Mar 4, 2024

MinuteTraq (IQM2) ID #: 24-0901

Department Requisition #: N/A

Requesting Department: Human Resources	Department Contact: Christine Clevenger
Contact Email: dpchumanresources@dupagecounty.gov	Contact Phone: 630-407-6228
Vendor Name: Ceridian HCM, Inc.	Vendor #: 41892

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

Requesting to increase line 2 of the purchase order 6498-0001 contract by \$115,000 to process invoices while decreasing purchase order 6499-0001. New contract total not to exceed \$1,914,562.79.

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

In August of 2023, the Ceridian software and services were purchased. It has now been identified that in the process of securing multiple purchase orders (PO) with Ceridian, some funds were mistakenly allocated to the incorrect purchase order. As such, PO 6499-0001 SERV, Ceridian HCM, for HR Managed Payroll Services will be decreased by \$115,000, and added to the correct PO 6498-0001 SERV, Ceridian HCM, for Software as a Service (SaaS) in order to process invoices properly.

Strategic Impact

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

Moving funds to correct purchase order to align with the Ceridian contract.

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

The Finance Department/Procurement conducted the RFP process. Ceridian HCM was selected.

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

Staff recommends increasing the contract by \$115,000 to process invoices properly.

Alternatives: 1) Pay invoices with non-encumbered funds, 2) Move to the correct purchase order to align with contract

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.

Budget number - 6000-1225-54107 in the amount of \$115,000.