

FI + CB 6/24



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jun 16, 2025

MinuteTraq (IQM2) ID #: 25-1537

| | | | |
|--|--|--------------------------|--|
| Purchase Order #: 6496-1-SERV | Original Purchase Order Date: Aug 1, 2023 | Change Order #: 3 | Department: Human Resources |
| Vendor Name: OnActuate Consulting U.S. Inc. | | Vendor #: 41893 | Dept Contact: Christine Clevenger |

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|---|--|
| Background and/or Reason for Change Order Request: | Extending Purchase Order to January 31, 2026. Decrease line 2 FY24 (Implementation / 6000-1225-54107) by \$83,564.50, and Create and increase line 4 FY25 (Implementation / 6000-1225-54107) by \$83,564.50. Decrease line 3 FY24 (Implementation / 6000-1225-53090) by \$13,105.00, and Create and increase line 5 FY25 (Implementation / 6000-1225-53090) by \$13,105.00 |
| | Decreasing PO#6499 (Ceridian HCM) by \$373,750.00, Increase line 4 FY25 (Implementation / 6000-1225-54107) by \$373,750.00. Increasing the PO from \$836,725.00 to \$1,210,475.00. |

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 | \$645,095.00 |
| B | Net \$ change for previous Change Orders | \$191,630.00 |
| C | Current contract amount (A + B) | \$836,725.00 |
| D | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease | \$373,750.00 |
| E | New contract amount (C + D) | \$1,210,475.00 |
| F | Percent of current contract value this Change Order represents (D / C) | 44.67% |
| G | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts) | 87.64% |

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 \geq \$2,500.00, or \geq 10%, of current contract amount ☐ Funding Source 6000-1225
- ☐ OTHER - explain below:

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|---|-----------|--------------|---|-----------|--------------|
| <u>gs</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 |
| 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 |

6/18/2025