



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: May 9, 2024

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

<b>Purchase Order #:</b> 6496-0001 SERV	<b>Original Purchase Order Date:</b> Aug 1, 2023	<b>Change Order #:</b> 2	<b>Department:</b> Human Resources
<b>Vendor Name:</b> OnActuate Consulting U.S., Inc.		<b>Vendor #:</b> 41893	<b>Dept Contact:</b> Christine Clevenger

**Background and/or Reason for Change Order Request:**

Increase Service Line 2 by \$178,525.  
 Create Service Line 3 (6000-1225-53090) for FY24 with an amount of \$13,105.  
 This will increase the PO from \$645,095 to \$836,725.  
 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		\$645,095.00
B	Net \$ change for previous Change Orders		
C	Current contract amount (A + B)		\$645,095.00
D	Amount of this Change Order	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$191,630.00
E	New contract amount (C + D)		\$836,725.00
F	Percent of current contract value this Change Order represents (D / C)		29.71%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)		29.71%

**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:

\_\_\_\_\_

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