



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: Jan 28, 2026

File ID #: 26-0398

Purchase Order #: 7707-1-SERV

Requesting Department: IT / HR	Department Contact: Roy Clancy / Chris Clevenger
Contact Email: Roy.Clancy@dupagecounty.gov	Contact Phone: 630-407-5015
Vendor Name: Kinsey & Kinsey Inc.	Vendor #: 25832

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

Request to add 88 hours to this contract for a total increase of \$15,400.

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

A specialized reporting database is required for resolving reporting gaps identified in the standard Dayforce HR application specifically in the Finance functional area. Additional ad-hoc work may be required for additional testing, validation, and to support the automated loading of data.

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

This was exempt from bidding per 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00.

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

- 1) We could look at other vendors, but that would cause delays with needing to bring them up to speed, and this is time sensitive.
- 2) Approve change order request and continue without interruption.

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.

\$15,400 - 6000-1225-53020 (HR)