



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: June 6, 2019
MEMO TO: Terry Wilke, Chair
Finance Committee
FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Approve Change Order No. 3 to the Contract with ADP, LLC, to convert specific historic human resources information from the District’s prior legacy system to the web-based platform, History Viewer, in an amount not to exceed \$9,950.00.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The District budgeted \$100,000.00 in account 19214000 805200 Computer Software. This change order brings the total contract price to \$86,426.90, still within the budgeted amount.

BACKGROUND: On June 21, 2018, the District entered into a contract with ADP, LLC, for Outsourced Payroll & Human Resource Information Services. During the initial data conversion, it was unknown if the District would be able to extract usable historical data from the County’s legacy system, BOSS. After working with a consultant, the District has been able to extract five years’ worth of historical data including rate of pay, position title, status and training. At this time, the District wishes to amend the Contract with ADP, LLC, to allow the import of historical data into an ADP database, History Viewer.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Purchasing Manager, Corporate Counsel

Finance Committee Motion:

Motion to (i) approve Change Order No. 3 to the Contract with ADP, LLC. for the conversion of specific information from the legacy Human Resource and Payroll system, increasing the Contract Amount by \$9,950.00, in substantially the form attached hereto and (ii) make the "Written Determination" attached to Change Order No. 3.

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ____ Nays: ____
 Voice Vote Majority Ayes; Nays: ____



**Lake County Forest Preserve District
CHANGE ORDER NO. 3**

Date: 06/06/2019

Project No: 18021
OUTSOURCED PAYROLL SERVICE & HRIS
Lake County Forest Preserve District

Contractor: **ADP, LLC**
One ADP Boulevard
Roseland, NJ 07068

Original Contract Date: June 21, 2018

To the Contractor: You are hereby authorized to make the following changes, in accordance with the attached Statement of Work and subject to the Contract provisions.

Bulletin No. 1	Convert specific history from legacy system to <i>History Viewer</i> , one-time set-up fee.		
	INCREASE	\$ 9,000.00	12.66%
Bulletin No. 2	Convert specific history from legacy system to <i>History Viewer</i> , \$50/month x 12 months.		
	INCREASE	\$ 600.00	0.84%
Bulletin No. 3	Convert specific history from legacy system to <i>History Viewer</i> , one-time Automated Reports fee.		
	INCREASE	\$ 350.00	0.5%

TOTAL	INCREASE	\$ 9,950.00	14.00%
Original Contract Amount		\$ 71,056.90	
Change Order No. 1	NONE	\$ 71,056.90	0.00%
Change Order No. 2	Increase	\$ 5,420.00	7.63%
Change Order No. 3	Increase	\$ 9,950.00	14.00%
REVISED CONTRACT AMOUNT		\$ 86,426.90	21.63%

Time Extension: NONE
Other Contracts Affected: NONE

Recommended By:

Director of Administration **DATE:** _____

Approved By:

Finance Committee **DATE:** _____

Executive Director **DATE:** _____

Accepted By:

Contractor **DATE:** _____

DISTRIBUTION: EXECUTED ORIGINAL: Purchasing
(Executed Original is: Hard Copy E-Copy)

COPIES: Project Manager, Contractor
Decrease / No Cost Change /Time Change: Accounting
Increase: Munis
Original PO # 20190102



Lake County Forest Preserve District
Outsourced Payroll Service & HRIS
CHANGE ORDER NO. 3

BULLETIN NO. 1

YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

THE FOLLOWING ITEMS ARE ADDED TO THE CONTRACT DOCUMENTS:

Item No. 1:	Convert specific history from prior vendor or legacy system to <i>History Viewer</i> ; one-time set-up fee. Employment profile history elements to be converted include Pay Rate History, Status History, and Position History, as well as the talent profile element of Training.	
	Total Increase Item No. 1:	\$ 9,000.00
Item No. 2:	Convert specific history from prior vendor or legacy system to <i>History Viewer</i> ; \$50/month x 12 months.	
	Total Increase Item No. 2:	\$ 600.00
Item No. 3:	Convert specific history from prior vendor or legacy system to <i>History Viewer</i> ; one-time Automated Reports fee.	
	Total Increase Item No. 3:	\$ 350.00

TOTAL CONTRACT INCREASE: \$ 9,950.00



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**Written Determination
Regarding
Change Order No. 3 to Contract between
Lake County Forest Preserve District
and
ADP, LLC**

The Finance Committee of the Lake County Forest Preserve District (the “District”) has approved Change Order No. 3 (the “Change Order”) to the Contract between the District and ADP, LLC for the conversion of specific data from the legacy Human Resource System to ADP’s *History Viewer* (the “Contract”), and further makes the following written determination:

- a. The circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed;
- b. the Change Order is germane to the original Contract, as signed; and
- c. the Change Order is in the best interest of the District.

Date: June 6, 2019

This Written Determination and the Change Order shall be preserved in the permanent District file for the Contract. This Written Determination shall constitute the Written Determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.