

DeKalb County  
 Department of Purchasing and Contracting  
 Change Order Request Form

<b>User Department:</b> Finance	<b>From:</b> Purchasing and Contracting
<b>RFP No.:</b> 18-500483	<b>Title:</b> Tax Filing, Wage Deduction, Employment Verification and Affordable Care Act Compliance Services
<b>Effective Date:</b> September 11, 2018	<b>Expiration Date:</b> December 31, 2022
<b>Contract APPROVED Amount:</b> \$673,544.12	<b>Number of Change Orders to Date:</b> 3

Contractor(s)	Contract No.	Agrees to Extend
ADP	1126717	N/A

**User Department Recommendation:** Renew  Bid  Increase  Decrease

Funding for Renewal Term: 150000.00  
 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General  Enterprise  3 Digit Fund Code 631 SPLOST  Category \_\_\_\_\_  
 CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Four year projected costs were underestimated. Funding increase is needed to continue payroll support services under the ADP contract. Primary services include: Bi-weekly & monthly payroll processing, Garnishments, payroll tax filing, Online pay statements, ACA compliance, Unemployment claims processing.

*Dianne McLabb*  
 Department Director Signature

10/16/22  
 Date

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

\_\_\_\_\_  
 Purchasing and Contracting Signature

\_\_\_\_\_  
 Date