

DATE: May 5, 2025

MEMO TO: Sara Knizhnik, Chair
Operations Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Approve a Change Order to the Contract with ADP, Inc., for the addition of a Learning Management Module, increasing the total Contract Price by \$43,230.00.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The total cost of the three-year addition of the Learning Management Module is \$43,230.00, and is budgeted for annually in the Administration Department’s Consulting Fees (19214000–701500) and Insurance Fund Consulting Fees (23104000–701500).

BACKGROUND: On April 10, 2018, the Lake County Forest Preserve District (the “District”) approved a five-year contract with ADP, Inc. (“ADP”), for Outsourced Payroll Services and a Human Resources Information System (“HRIS”) (the “2018 Contract”). On September 13, 2023, the District approved an amendment to the 2018 Contract, to add an additional five-year guaranteed price schedule for the services under the 2018 Contract. Currently the ADP modules the District is utilizing include onboarding, time and attendance, compensation management, performance management, benefit management, recruitment and payroll processing, but do not include learning management/online training.

At the time of the 2023 amendment, the District was using a vendor, LRN, for online training services. Staff recommends that the District not renew its contract with LRN, but instead implement the Learning Management module within ADP. The ADP catalog will provide the District access to over 70,000 courses across a variety of topics, including State-required harassment training, and other required safety training programs.

ADP is presently offering a promotion for new Learning Management contracts. The District pricing includes this promotion of four months free annually for the three-year period. Therefore, staff recommends approval of the attached Change Order to the 2018 Contract with ADP for the addition of the Learning Management Module.

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

COMMITTEE MOTION: Motion to approve a Change Order to the Contract with ADP, Inc., for the addition of the Learning Management module, increasing the contract price by \$43,230.00, in substantially the form of the Amendment to Global Master Services Agreement attached hereto, for the following reasons:

- 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.

APPROVED:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____

Voice Vote Majority Ayes; Nays: _____

Investment Summary

Quote Number 02-2025-191355 1



Company Information

Lake County Forest District
1899 W Winchester Rd
Libertyville, IL 60048-5367
United States

Executive Contact

Laurel Diver
Deputy Director of HR & Risk
ldiver@lcfpd.org
(847) 968-3242



372

Total
Employees



\$1,000.00

Implementation
Costs



\$21,114.72

Total Annual
Investment



(\$7,038.24)

Total Annual Savings during
promotional period; See Terms

Expiration

5/3/2025

ADP Sales Associate

Alex Gunn
MAS UM CDM
alex.gunn@adp.com

** The Implementation Costs and Total Annual Investment listed out on this Investment Summary are estimates based on the services, frequencies, recurring rates and pay counts outlined on the sales order and are shown for illustrative purposes only. These numbers are not binding amounts and shall not become incorporated into or made a part of any sales order or services agreement governing the services contemplated therein.



AMENDMENT TO GLOBAL MASTER SERVICES AGREEMENT

Amendment Effective Date: _____, 20__

As between:

ADP, INC.
(Referred to in this agreement as “**ADP**”)
One ADP Boulevard
Roseland, NJ 07068

-and-

Lake County Forest District
(Referred to in this agreement as “**Client**”)
1899 W Winchester Rd
Libertyville, IL 60048-5367

This Amendment to Global Master Services Agreement (“**GMSA Amendment**”) modifies, amends, and supplements the terms and conditions of the Global Master Services Agreement, Master Services Agreement, or equivalent ADP services agreement between ADP and Client. In addition to the existing Services that Client receives from ADP pursuant to the Agreement (as defined herein), ADP and Client agree that ADP shall provide Client with additional Services in accordance with the terms of the Agreement, including the applicable Sales Order.

- Talent Management Solutions – delivered via ADP Workforce Now

The terms defined in the Agreement and used in this GMSA Amendment have the same respective meanings as set forth in the Agreement, unless they are otherwise defined herein. In the event of any conflict between the terms and conditions of this GMSA Amendment and the terms and conditions of the Agreement, this GMSA Amendment prevails. This GMSA Amendment may be executed in multiple original copies, identically worded, and each such executed copy constitutes an original. Electronic signatures in connection with the electronic signature delivery system utilized by ADP and signatures transferred in .pdf or a similar format for scanned copies of documents are original signatures for all purposes of this GMSA Amendment and the Agreement.

ADP, INC.

Lake County Forest District

Signature of Authorized Representative

Signature of Authorized Representative

Name - Please Print

Name - Please Print

Title

Title

Notwithstanding any Investment Summary that may precede this GMSA Amendment, this signature page is the first page of the GMSA Amendment and the Investment Summary that precedes it is for illustration purposes only and is not part of the Agreement.

Amendment to Global Master Terms and Conditions

As of the Amendment Effective Date, the Global Master Terms and Conditions ("**GMTC**") of the Agreement are hereby amended as set forth below. All section references below are references to the applicable section in the GMTC:

- 1 **GMTC Section 1.1 (ADP HCM Services).** Section 1.1 of the GMTC is amended by adding the following to the end of such section:
 - i **Talent Management Solutions.** Technology to facilitate the administration of talent management services, including:
 - i.1 **Learning Management.** Solutions and tools to facilitate the career and individual development of the workforce through formal and informal learning.
- 2 **GMTC Section 1.2 (General).** Section 1.2 of the GMTC is amended by deleting the definition of "Agreement" and replacing it by the following:

"Agreement" means the Global Master Services Agreement, Master Services Agreement, or equivalent ADP services agreement between ADP and Client consisting of the signature pages, the GMTC, all exhibits, annexes, appendices, addenda and schedules, and each Amendment (including this GMSA Amendment).

Sales Order

Quote Number 02-2025-191355 1



Company Information

Lake County Forest District
1899 W Winchester Rd
Libertyville, IL 60048-5367
United States

Executive Contact

Laurel Diver
Deputy Director of HR & Risk
ldiver@lcfpd.org
(847) 968-3242

Recurring Fees and Considerations

Number of Employees: 372 on Lake County Forest District , Company Code 3PZ



Monthly Processing

	Count	Min	Base	Rate	Monthly	Annual
Workforce Now HCM Solutions	372	-	-	\$4.73	\$1,759.56	\$21,114.72
• Essential Learning						
• Premium Learning Content						



Total Annual Investment

Total Annual

Workforce Now Services

\$21,114.72



Other Considerations

	Count	Rate	Total
Hardware and Other Fees			
• Learning Consulting for Implementation of Content Hub	1	\$1,000.00	\$1,000.00

Implementation



Total Other Considerations

Total Setup

Implementation and One-Time Fees

\$1,000.00



Important Project and Billing Information

Billing for all modules bundled under HCM Solutions will begin on the date the ADP Product or Service is available for use by the CLIENT in a production environment. The billing count is based on all unique lives in the database paid in the previous calendar month. Any non-terminated employees based outside the United States will be billed separately as International Employees.

Promotion

12 Months Free Additional Business - HCM and Talent spread over 3 years (7-10 in year 1, 19-22 in year 2, 31-34 in year)

Other

ADP Fees for service frequency and method will follow that of the parent company code. ADP will send all invoices to ldiver@lcfpd.org
Expiration Date: 5/3/2025

Important Learning Strategy Consulting Information

CONTENT CONSULTING SERVICES 4 HRS

The Content Consulting Services for implementation provided pursuant to this SOW shall consist of the following (as determined by ADP and Client): 1) A 30 -- 45 minute high level discovery session 2) A 1.5 -- 2 hours of customized content curation 3) A 30 -- 45 minute content and implementation

Scheduling: Client will contact ADP to schedule Consulting Services sessions. ADP will attempt to schedule each session within 5 business days of Client's request.

Deliverables: ADP will provide Client a report that documents: 1) The agreed-upon content recommendations arrived at in connection with the Content Consulting Services 2)Alignment between the recommendations and Client's stated learning goals.

Terms and Conditions: 1) Client is solely responsible for determining whether the ADP Content and the recommendations provided hereunder meet its legal, regulatory and/or industry requirements. 2) Upon completion, ADP will request confirmation from Client that the services and deliverables have been satisfactorily delivered. Services and deliverables will be deemed accepted by Client if no response has been received within four (4) business days of the date of confirmation request.

Summary			
Estimated Annual Net Investment:	<u>\$21,114.72</u>	Total Net Implementation:	<u>\$1,000.00</u>
Estimated Annual Net Investment during promotional period:	<u>\$14,076.48</u>		

The ADP Services Listed on this Sales Order are provided at the prices set forth herein and in accordance with the ADP Master Services Agreement (or other similar agreement governing ADP's services), which shall include any appendix, exhibit, addendum, schedule or other similar document attached thereto or accompanying this Sales Order. By signing below you are acknowledging and agreeing to such terms and conditions and to the listed prices.

ADP, Inc.

Client: Lake County Forest District

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Workforce Now Included Services

Essential Learning

- 50 pre-packaged high quality compliance and development courses
- Supports all content formats (including SCORM, xAPI, MP3, MP4, PDF etc.)
- Employee self-enrollments, accessible on Desktop and ADP Mobile App
- Upload custom training content (employee-created or sourced from third-parties)
- Actionable course tracking dashboards and custom reporting capabilities
- Publish & track Instructor-led trainings (hosted virtually or in physical classrooms)

Premium Learning Content

- Access to over 70,000+ modern courses across a variety of themes and industries
- Seamless course selection and catalog curation via Essential Learning

Thank you for your consideration

From: Gunn, Alex <alex.gunn@ADP.com>
Sent: Friday, April 11, 2025 9:25 AM
To: Laurel Diver <ldiver@lcfpd.org>
Subject: RE: ADP//LCFPD - 12 month free promo

External Sender - From: ("Gunn, Alex" <alex.gunn@ADP.com>)
This message came from outside your organization.

Hi Laurel,

I have received approval that you will get a 30-0day extension to 5/23. Please let me know if you need anything else before your meeting.

Best,

Alex Gunn

Executive Business Partner | Elk Grove Village

100 NW Point Blvd, Elk Grove Village, IL 60007

Cell 202.390.6400

