



**William M. Wolfson**  
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## Memorandum

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**To:** **Honorable Board of Directors**

**From:** William M. Wolfson, Chief Administrative and Compliance Officer

**CC:** Sue McCormick, CEO; Randal Brown, CIO; Nicolette Bateson, CFO; Jeff Small, CIO

**Date:** December 6, 2018

**RE:** **Resolution 2018-994 Human Resource Information System (HRIS)  
Software as a Service – Scrivener’s Error**

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On May 13, 2015, the Board of Water Commissioners for the Detroit Water and Sewerage Department approved the Dayforce HRIS Software as a Service (SaaS) contract with Ceridian HCM, Inc. This contract was assigned to the Great Lakes Water Authority pursuant to its leases with the City of Detroit. On November 28, 2018, a motion was presented to this Board for the approval of an amendment to the contract between GLWA and Ceridian. The amendment was to add \$2,108,253.00 to the original contract amount of \$3,271,168.00 for a new contract total of \$5,325,421.00. The time added by the amendment was 3 years in addition to the original contract term of 3 years, for a new contract duration of 6 years.

Although titled as an amendment, the actual form of contract is a new contract between GLWA and Ceridian and not an amendment to the former DWSD contract. Other than this error in describing the form of contract, the substance of the agreement is not affected by this change. As the Board is aware, GLWA has its own forms of contract and the use of a GLWA contract form rather than continuing to amend a DWSD contract is consistent with the understanding of the parties and the intent of the Board’s vote on this resolution. Nonetheless, we wished to advise the Board and correct the miscommunication that occurred.