

1 **BILL NO. S-26-05-03**

2 **SPECIAL ORDINANCE NO. S-_____**

3 **AN ORDINANCE** approving the INCREASE FOR
4 PURCHASE ORDER #25908017 –
5 IMPLEMENTATION OF DAYFORCE TIME AND
6 ATTENDANCE SOFTWARE by the City of Fort
7 Wayne, Indiana, by and through its Department of
Purchasing and EPI-USE AMERICA, INC. d/b/a
MAGNISOL for the CITY UTILITIES DEPARTMENT.

8 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE**
9 **CITY OF FORT WAYNE, INDIANA;**

10 **SECTION 1.** That the INCREASE for PURCHASE ORDER #25908017 –
11 IMPLEMENTATION OF DAYFORCE TIME AND ATTENDANCE SOFTWARE by
12 the City of Fort Wayne, Indiana, by and through its Department of Purchasing and
13 EPI-USE AMERICA, INC. d/b/a MAGNISOL for the CITY UTILITIES
14 DEPARTMENT, respectfully for:

15
16 to continue the implementation of this time-keeping software without
17 disruption for the payment of City Utilities employees;

18 involving a total cost of THIRTY-EIGHT THOUSAND SIX HUNDRED EIGHTY-SIX
19 AND 25/100 DOLLARS - (\$38,686.25) - (original Purchase Order Amount is
20 \$96,350.00; Total Purchase Order Amount is now \$135,036.25 all as more
21 particularly set forth in said INCREASE of PURCHASE ORDER #25908017 –
22 IMPLEMENTATION OF DAYFORCE TIME AND ATTENDANCE SOFTWARE
23 which is on file in the Office of the Department of Purchasing, and is by reference
24 incorporated herein, made a part hereof, and is hereby in all things ratified,
25 confirmed and approved.
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SECTION 2. That this Ordinance shall be in full force and effect from
and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Malak Heiny, City Attorney

DIGEST SHEET

Department: City Utilities

Resolution Number:

Title of Ordinance: Increase for Purchase Order #25908017 for the implementation of the Utilities' new time-keeping software.

Amount of Contract: \$96,350

Description of Project (Be Specific): The original contract with Magnisol covered consulting, implementation, and configuration services for the Utilities' timekeeping system. The initial purchase order (PO 25908017) was issued for \$96,350. The final project cost totaled \$135,036.25, resulting in an increase of \$38,686.25 over the original PO amount.

What Are The Implications If Not Approved: Without this approval there would be a disruption in the Utilities' ability to pay its employees.

If Prior Approval Is Being Requested. Justify:

Additional Comments: The increase in the Magnisol contract amount reflects additional time required to implement the Dayforce system beyond the original timeline established during the RFP process. This extension was driven by three primary factors: first, the discovery phase required more time than anticipated to fully understand department-specific configurations and clarify existing pay rules and practices that were not always consistently documented; second, testing was expanded to validate these configurations, and as issues were identified, additional adjustments and retesting were required; and finally, enhanced post-go-live support was necessary to address early-stage issues, assist users, and stabilize the system in a live environment.

Date: April 30, 2026

To: City of Fort Wayne
Members of Common Council

From: Joseph Welch
Deputy Director, Chief Information Officer
Fort Wayne City Utilities

RE: PO Amendment for Time-Keeping Software Implementation

The increase in the Magnisol contract amount reflects additional time required to implement the Dayforce system beyond the original timeline established during the RFP process. This extension was driven by three primary factors: first, the discovery phase required more time than anticipated to fully understand department-specific configurations and clarify existing pay rules and practices that were not always consistently documented; second, testing was expanded to validate these configurations, and as issues were identified, additional adjustments and retesting were required; and finally, enhanced post-go-live support was necessary to address early-stage issues, assist users, and stabilize the system in a live environment.

If you have any questions, please feel free to contact Joseph Welch for questions or clarification.