

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 4/11/2023

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract//IGA/Grant Agreement Rezoning/Map Amendment Appointment
- Dedication/Vacation OHR Classification Other:

2. Title: (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: **grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.**)

Amends a contract with Change Matrix, LLC by adding \$60,056.78 for a new total of \$901,625.37 and 4 months for a new end date of 1-31-2024 to continue evaluating and reporting on the results of programming for recipients of the Healthy Food for Denver’s Kids funding, citywide (ENVHL-202053354-00 /ENVHL-202367460-02).

3. Requesting Agency: Denver Department of Public Health & Environment (DDPHE)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Will Fenton / Jess Murison	Name: Will Fenton
Email: William.Fenton@denvergov.org / jessica.murison@denvergov.org	Email: William.Fenton@denvergov.org

5. General description or background of proposed request; include attached executive summary if more space needed:

The Healthy Food for Denver’s Kids program currently has 54 organizations that are receiving grant funds. Change Matrix evaluates the use of the funds by gathering data from the grantees and presents the findings to the Healthy Food for Denver’s Kids Commission. In addition, Change Matrix provides technical assistance to grantees and will hold community listening sessions to get further feedback on the use of the funds.

6. City Attorney assigned to this request (if applicable): Megan Waples

7. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet** (highlight this line somehow)**

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

Vendor/Contractor Name: Change Matrix, LLC
Contract control number:
 ENVHL-202053354-00 (Legacy Contract Number)
 ENVHL-202263069-01
 ENVHL-202367460-02

Location: City and County of Denver

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 2

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

This is an amendment to an existing contract. This is the third and final year of the contract.

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$841,568.59	\$60,056.78	\$901,625.37

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
04/06/2020 – 10/01/2023	4 months	01/31/2024

Change Matrix is requesting additional time and funds to finalize the third year’s evaluation report, as it historically has taken some time to finalize the reports. They are also requesting additional funds to contract an external firm for marketing and professionally polishing the third annual report, and additional funds to work on specific items such as GIS mapping. The scope of work below is still active for Change Matrix, LLC.

Scope of work:

- Change Matrix (“CM”) shall plan and implement evaluation of the Healthy Food for Denver’s Kids (“HFDK”) Initiative and will;
1. Obtain baseline data regarding food insecurity in households with children and adolescents, diet quality and current nutritional, food skills and food systems education
 2. Conduct an evaluation planning process, evaluations, and data analysis of targeted strategies for entities awarded funding from HFDK fund;
 4. Work collaboratively with DDPHE food systems team members to identify opportunities for leveraging other food systems work (Food Systems Policy) happening within the HFDK Commission, City and County of Denver agencies, and partner agencies;
 5. Inform DDPHE and stakeholders of the impacts of the projects in the City and County of Denver;
 6. Evaluate the successes, impacts, and challenges of awarded entities in strategic areas; and
 7. Build evaluation capacity among funded entities to not only learn from work performed during the project cycle, but to translate learning to programmatic and systems improvements that lead to more sustainable outcomes at the community level.

Was this contractor selected by competitive process?

Yes

Has this contractor provided these services to the City before? Yes No

Source of funds:

SRF 14809

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

This contractor is a women and minority owned business.

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

N/A

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Who are the subcontractors to this contract? N/A

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Date Entered: _____