

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: **November 13, 2020**

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
 Dedication/Vacation Appropriation/Supplemental DRMC Change
 Other: Purchase Order

2. **Title:** (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves a Purchase Order (PO-00093184) with Carahsoft Inc. for our Service Now Agreement Annual payment. This is a request for payment to Carahsoft for annual payment for our Enterprise Agreement with Carahsoft for ServiceNow Licensing on PO-00093184.

3. **Requesting Agency:** Technology Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jennifer Randolph	Name: Joe Saporito
Email: Jennifer.Randolph@denvergov.org	Email: Joseph.Saporito@denvergov.org

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

This is a request for payment to Carahsoft. for annual payment for our ServiceNow Enterprise Agreement covering the period December 31, 2020 – December 31, 2021.

ServiceNow is a service management application used by Technology Services to manage IT services, operations and business. The Enterprise Agreement provides for the continued use of software licenses as well as patches, enhancements, and new releases for the products covered in this agreement.

The funds are coming from General funds

6. **City Attorney assigned to this request (if applicable):** N/A Purchase order via Purchasing

7. **City Council District:** N/A Citywide

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 1373

Date Entered: _____

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property): Purchase Order exceeding \$500,000

Vendor/Contractor Name: Carahsoft

Contract control number: PO-00093184

Location: N/A Citywide

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

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): December 30, 2020 through December 31, 2021. 1 Year + 1 Day

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$904,593.65	N/A	\$904,593.65

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1 Year	N/A	December 31, 2021

Scope of work:

Was this contractor selected by competitive process? No **If not, why not?** ServiceNow Reseller Carahsoft provided State of Colorado NASPO Contract Pricing

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

Source of funds: 01010/3071100

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

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

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Who are the subcontractors to this contract? N/A

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