

ORDINANCE/RESOLUTION REQUEST

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

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: June 1, 2011

Please mark one: **Bill Request** or **Resolution Request**

1. Has your agency submitted this request in the last 12 months?

Yes **No**

If yes, please explain:

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, amendment, municipal code change, supplemental request, etc.)*

Grant Research, Management and Writing Services

3. Requesting Agency: Budget and Management

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Tom Migaki
- **Phone:** 720-913-5538
- **Email:** tom.migaki@denvergov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Tom Migaki
- **Phone:** 720-913-5538
- **Email:** tom.migaki@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

***Please complete the following fields: (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

- a. **Contract Control Number:** FINAN-201101318-00
- b. **Duration:** July 1, 2011 – June 30, 2012 with 4 additional 1 year renewals
- c. **Location:** Denver
- d. **Affected Council District:**
- e. **Benefits:** Assist City Agencies and Non-Profits with Grant planning, management, research and writing services
- f. **Costs:** \$279,898 per year

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain.

None anticipated with this contractor.

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____