

# EXECUTIVE SUMMARY

## Background:

In 2017 Denver Arts & Venues (DAV), with the assistance of the city's Purchasing Division issued for Event Staffing and Personnel Services. Argus Event Staffing LLC was awarded contract number THTRS-201738467, a three-year agreement with two optional one-year extensions by letter of renewal. The initial term of the contract was to run from January 1, 2018, through December 31, 2020.

In November of 2021 the contract was amended by increasing the contract capacity by \$14,000,000 memorializing the letters of renewal which extended the agreement through December 31, 2022 and updating standard contract language.

In July of 2022, DAV began working on a re-solicitation for event staffing services to begin on January 1, 2023. The following is the calendar of events:

RFP issued	9/8/2022
Pre-proposal Conference	9/23/2022
Deadline to Submit Additional Questions	10/7/2022
Responses to Written Questions	10/19/2022
Proposal Due Date	11/9/2022
Submitted to DSBO for Evaluation	11/11/2022

## Current Request:

DAV is seeking City Council approval of emergency amendment THTRS-202265730-02/THTRS-201738467-02 with Argus Event Staffing LLC. This request extends the current agreement by ninety days through March 31, 2023. There are no other changes to the agreement.

- Based on the current timeline it is unlikely DAV will be able to execute a new agreement prior to expiration of the current agreement.
- Even though this will cause the contract to go beyond the five-year guideline, these services are essential to holding performances. No reasonable alternatives exist.
- DAV acknowledges the mistiming and inadequately factoring in holidays in the contracting process.
- The current anticipate timeline is:
  - 11/22/22 – 11/25/22: Proposals distributed to evaluators
  - 12/9/22: Scores returned and compiled by Purchasing
  - 12/15/22 – 12/16/22: Tentative Notice of Award Issued
  - 12/19/22 – 1/6/23: Contract Drafting and approval
  - Week of 1/9/23: Submit resolution request
  - Week of 1/16/23 or 1/23/23: Committee/Consent

- End of January, early February 2023: Mayor/Council
  - Early to Mid-February 2023: City Council
  - End of February 2023: Contract Execution
- If the new contract is executed prior to end of the current agreement, the current agreement will be terminated and the new agreement will take effect immediately.