

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: May 10, 2017

Please mark one: Bill Request or Resolution Request

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

Yes No (Contract Amendment) - [ATTNY- 201525605-02](#)

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.)

– The CAO requests a contract amendment for Roland Process Service & Investigations, LLC to provide process service for legal matters as needed. CAO is adding language to current contract- to update and clarify privacy and data security safeguards and HIPAA compliance for DHS. No other changes are requested to the current contract. Term and cap on contract will remain unchanged.

3. Requesting Agency: City Attorney's Office

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

- **Name:** Rob Nespor
- **Phone:** 720-913-3121
- **Email:** Robert.nespor@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:** Rob Nespor
- **Phone:** 720-913-3121
- **Email:** Robert.nespor@denvergov.org

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

Process server to provide process service for legal matters as needed.

****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 – please do not leave blank.)

- a. **Contract Control Number:** 201525605-02
- b. **Duration:** Current Term: 12/1/15-11/30/19 (This term will remain unchanged, no changes requested.)
- c. **Location:** City-wide
- d. **Affected Council District:** All
- e. **Benefits:** Provide process service for legal matters as needed.
- f. **Costs:** Current Cap: \$710,000.00 (Cap will remain unchanged, no changes requested.)

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

Not controversial.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____