

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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: \_\_\_\_\_