

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9 **a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: September 25, 2025

Please mark one: ☐ Bill Request or ☒ Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

1. Type of Request:

☐ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment

☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change

☒ Other: Master Purchase Order

2. **Title:** Approves a master purchase order with Carahsoft Technology Corporation for \$1,000,000.00 and for two years with three one-year options to extend to provide Workiva financial reporting software, licenses, support and software implementation at Denver International Airport (DEN), in Council District 11 (SC-00010673).

3. **Requesting Agency:** Department of Aviation

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Heidi O'Neil, Senior Vice President DEN Accounting	Name: Kevin Forgett, State and Local Legislative Advisor
Email: heidi.oneil@flydenver.com	Email: Kevin.Forgett@flydenver.com

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

Master Purchase Order SC-00010673 is for Workiva financial reporting software, licenses, support and software implementation at the Denver International Airport (DEN).

This request supports Denver International Airport's Vision 100 by allowing DEN Finance to efficiently manage and produce the various financial reports used by stakeholders at all levels, including City-wide. This includes the Quarterly Financial Reports, Annual Comprehensive Financial Report and other financial related reports used by management to support capital and operational financial decisions. This supports Vision 100 Pillars of Empowering our People, Growing our Infrastructure and Maintaining What We Have. A Guiding Principle is Operational Excellence and the capabilities of Workiva will help ensure efficient and effective financial reporting, while addressing needed improvements in the overall financial operations. In addition, the current methodology of producing financial reports relies on manually driven Excel spreadsheets and Word files. Workiva will automate much of this cycle and reduce reporting risk and inefficiencies.

6. **City Attorney assigned to this request (if applicable):** John Redmond

7. **City Council District:** Council District 11

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

Key Contract Terms

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

Vendor/Contractor Name (including any dba's): Carahsoft Technology Corporation

Contract control number (legacy and new): SC-00010673

Location: Denver International Airport

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

Contract Term/Duration: This is a two-year period with three one-year options to extend Master Purchase Order in the amount of \$1,000,000.00.

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)
\$1,000,000.00	N/A	\$1,000,000.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
two year with three one-year options to extend	N/A	two year with three one-year options to extend; 10/5/2030

Scope of work: Master Purchase Order SC-00010673 is for Workiva financial reporting software, licenses, support and software implementation at the Denver International Airport (DEN).

Was this contractor selected by competitive process? No **If not, why not?** This Purchase Order has been issued in accordance with Denver Revised Municipal Code (DRMC) Section 20-64.5 of the Revised Municipal Code. Cooperative Bidding Exception and is supported by the NASPO Master Contract Number: AR2472.

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

Source of funds: DEN Operating and Maintenance (O&M) funds

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A Does not apply, in accordance with Denver Revised Municipal Code (DRMC) Section 20-64.5 of the Revised Municipal Code. Cooperative Bidding Exception.

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

Who are the subcontractors to this contract? N/A

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