

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 12/10/19

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

1. Type of Request:

- Contract/Grant Agreement** **Intergovernmental Agreement (IGA)** **Rezoning/Text Amendment**
- Dedication/Vacation** **Appropriation/Supplemental** **DRMC Change**
- Other:**

2. Title: Authorizes a fourth amendment to the contract with Pro Tier LLC for Denver Human Services (DHS) through contract control number Alfresco, SOCSV-2017-32824-04, Jaggaer SOCSV-201952553-04 to add \$133,500 and one year for a new contract total of \$576,700.

3. Requesting Agency: DHS

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jerri Paulison	Name: Rachel Flank Goldberg
Email: Geraldine.Paulison@denvergov.org	Email: Rachel.FlankGoldberg@denvergov.org

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

Authorizes a fourth amendment to the contract with Pro Tier LLC, through contract control number Alfresco SOCSV-2017-32824-04, Jaggaer SOCSV-201952553-04 to add \$133,500 and one year for a new contract total of \$576,700.

Pro Tier Leadership LLC provides leadership development opportunities for multi-level managers and leaders to include: training, consulting, and coaching. In 2017, 246 staff members attended trainings, 243 in 2018 and 229 in 2019.

Pro Tier Leadership LLC funding is intended to provide consultation, training and coaching aligned with the DHS Strategic Goals and continues to institute best leadership practices in the current work environment leadership.

6. City Attorney assigned to this request (if applicable): Laurie Heydman

7. City Council District: City Wide

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR20 002

Date Entered: _____

Key Contract Terms

Type of Contract: Professional Services > \$500K

Vendor/Contractor Name: Pro Tier Leadership LLC

Contract control number: SOCSV-2017-32824-04, Jaggaer SOCSV-201952553-04

Location: Denver, CO

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 4

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Original Agreement: SOCSV-2017-32824:1/1/2017-12/31/2017

First Amendment: SOCSV-2017-32824-01: 1/1/2017 to 12/31/2017

Second Amendment: SOCSV-2018-32824-02: 1/1/2018 to 12/31/2018

Third Amendment: Alfresco SOCSV-2018-32824-03: 1/1/2019 to 12/31/2019

Proposed Fourth Amendment: SOCSV-2018-32824-04, Jaggaer SOCSV 201952553-04: 1/1/2020 to 12/31/2020

Contract Amount (indicate existing amount, amended amount and new contract total):

Original Agreement: existing amount \$95,000

First Amendment: existing amount \$95,000, amended amount \$27,000, new contract total \$122,000

Second Amendment: existing amount \$122,000, amended amount \$160,600, new contract total \$282,600

Third Amendment: existing amount \$282,600, amended amount \$160,600, new amount total \$443,200

Proposed Fourth Amendment: existing amount \$443,200, amended amount \$133,500, new contract \$576,700

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
(A)	(B)	(A+B)
\$443,200	\$133,500	\$576,700

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2017-12-31/2019	1/1/2020-12/31/2020	12/31/2020

Scope of work: Services

- A. Provide a leadership program that supports enhanced engagement of employees in the agency and growing internal leaders, which will provide a structure for opportunities and accountability for self and others.
- B. For existing leadership, the program will include two sessions. The first will consist of nine (9) leadership workshops targeted for the early part of the year focusing on the Learn, Do, Share Model. The second will consist of nine (9) workshops targeted for the latter part of the year and will focus on strategic goals, targets of opportunities/needs, and the sharing of project plans to improve leadership capabilities.
- C. For new supervisor/informal leaders, the program will provide one (1) leadership workshop per month (12 workshops) for all new supervisors and/or existing supervisors who need refresher training as deemed necessary by their department managers. The program will be consistent with the past three years of content built on the foundation of “Values, Leadership, and Teamwork”.
- D. For ongoing work around City values, a Values and Principles Teamwork Session will be made available for leaders needing additional leadership support with their individual teams. We estimate five (5) per month or a total of sixty per year. The sessions are approximately two hours in length.

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- E. As needed, 90-day coaching assignments may be provided (approved by Division Director) for Directors, Managers, and Supervisors to include Job Observation, Strategic Planning, and Coaching. We estimate two (2) per quarter for a total of eight (8) per year.
- F. Dashboard assessments and consultations will be made available using the Four Dynamics of Leadership Survey Program that includes the survey to team members, the analysis of findings, and a strategic plan to improve leadership skills.

Was this contractor selected by competitive process? Yes

If not, why not?

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

Source of funds: Local

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): n/a

Who are the subcontractors to this contract? n/a

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