

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: 5/20/13

Please mark one: Bill Request or Resolution Request

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

Yes No

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.)*

Request to add \$200,000 and a 5 month extension to an existing contract with Bayaud Payroll Services LLC, for comprehensive payroll services and administrative support for Youth Employment Program (YEP), the Workforce Investment Act (WIA) program and Temporary Assistance to Needy Families (TANF) and Female Ex-Offender (FEXO) grant. (OEDEV-201204780-01)

3. Requesting Agency: Office of Economic Development

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

- **Name:** Lori Mack
- **Phone:** 720-865-5567
- **Email:** Lori.Mack@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:** Seneca Holmes
- **Phone:** 720-913-1533
- **Email:** Seneca.Holmes@DenverGov.org

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

The City and County of Denver, through the Office of Economic Development, is proposing to add \$200,000 and a 5 month extension to an existing Bayaud Payroll Services LLC, contract. These funds will be used to provide a continuity of payroll services and administrative support for OED's youth employment program.

The previous contract was for \$820,422. The additional amended amount of \$200,000 for this contract will result in a total contract amount \$1,020,422.

*****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.)*

- a. **Contract Control Number:** OEDEV-201204780-01
- b. **Duration:** May 1, 2012 – December 31, 2013
- c. **Location:** 333 W. Bayaud Ave. 80223
- d. **Affected Council District:** City Wide
- e. **Benefits:** Payroll services for youth employment

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f. **Costs:** \$200,000

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain** None known

Executive Summary

- Contract recipient: Bayaud Payroll Services LLC.
- Proposed contract amount: \$200,000
- Term of the proposed contract start/end dates: May 1, 2012 – December 31, 2013
- The contract control number: OEDEV-201204780-01
- Selection process: Request For Proposal (RFP)
- Source of funds: Mill levy funds from Denver Human Services

OED/Youth Services provides varied and comprehensive activities that help youth improve educational and skill competencies to achieve employment success. These services include, but are not limited to, basic skills remediation, financial literacy, foundational skill training, occupational skill training and work experience. Through participation in these activities, youth progress from entry level training programs to long term sustainable career pathways that may include subsidized employment experiences.

Bayaud Payroll Services LLC, provides payroll services to youth and adult employment and training programs. Bayaud currently services four OED youth employment and training programs- Workforce Investment Act (WIA), Bridges to Work, Female Ex-Offender Grant, and services associated with Community Services Block Grant (CSBG) programs, which include TANF participants.

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