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: 5/5/2025

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:**

2. Title: (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request**,** etc.)

Approves a contract with Qcera, Inc. for $1,001,616.00 and for five years, with an end date of 5-1-2030, for the LeaveSource cloud-based software to process FMLA, ADA leaves and accommodations, citywide (TECHS-202578549-00).

3. Requesting Agency: Technology Services

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: Marilyn Carroll	Name: Marilyn Carroll
Email: Marilyn.carroll@denvergov.org	Email: marilyn.carroll@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:
(who, what, why)

To provide a comprehensive technology and service cloud-based computer software package for employee leave of absence management and job accommodation to administer the federal Family Medical Leave Act (FMLA) and Americans w/Disabilities Act (ADA), and City and County of Denver (CCD) specific leave benefits for all entities operating as the City and County of Denver, a total of about 15,800 employees including on-calls. The city has approximately 1200 FMLA cases and 350 active ADA cases to manage at any time.

6. City Attorney assigned to this request (if applicable): Andrew Riester

7. City Council District: Citywide

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):

     Standard Expenditure contract exceeding $500,000

Vendor/Contractor Name (including any dba's): Qcera, Inc.

Contract control number (legacy and new):   TECHS-202578549-00

Location: citywide

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

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

5/1/2025 – 5/1/2030   Duration: 5 years

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

Current Contract Amount *(A)*	*Additional Funds* *(B)*	*Total Contract Amount* *(A+B)*
$1,001,616		

Current Contract Term	*Added Time*	*New Ending Date*
5/1/2025 – 5/1/2030		

Scope of work:

Vendor will support the Leave Management software according to our Service Level Agreement. This includes vendor monitoring of the application as well as issue resolution assistance to ensure the application is functioning at its maximum performance.

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: OHR Operational Funds: 0601150 Benefits and Wellness

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____   Date Entered: _____