

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: November 22, 2019

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: Purchase Order

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 Purchase Order with ServiceNow Inc. for our Service Now Agreement Annual payment. This is a request for payment to ServiceNow Inc. for annual payment for our Enterprise Agreement with ServiceNow, Inc. (PO-00078076).

3. Requesting Agency: Technology Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Sonya Martin	Name: Sonya Martin
Email: Sonya.Martin@denvergov.org	Email: Sonya.Martin@denvergov.org

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

This is a request for payment to ServiceNow Inc. for annual payment for our ServiceNow Enterprise Agreement covering the period December 31, 2019 – December 30, 2020.

ServiceNow is a service management application used by Technology Services to manage IT services, operations and business. The Enterprise Agreement provides for the continued use of software licenses as well as patches, enhancements, and new releases for the products covered in this agreement.

The funds are coming from General funds.

6. City Attorney assigned to this request (if applicable): N/A - Purchase Order via Purchasing

7. City Council District: N/A - Citywide

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

Key Contract Terms

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

Purchase Order exceeding \$500,000

Vendor/Contractor Name: ServiceNow, Inc.

Contract control number: PO-00078076

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR19 1332

Date Entered: _____

Location: N/A 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 existing term dates and amended dates):

Contract Term: December 31, 2019 – December 30, 2020 Duration: 1 year

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

<i>Current Contract Amount (A)</i>	<i>Additional Funds (B)</i>	<i>Total Contract Amount (A+B)</i>
\$896,133.96	N/A	\$896,133.96

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1 year	N/A	December 30, 2020

Scope of work:

Vendor will provide all licensing for the City's Service Now products.

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: 3071100 Technology Services Operations - Asset Management

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:

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