

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

Please mark one: Bill Request or Resolution Request

Date of 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 seventh amendment to the contract with Pro Tier Leadership LLC for Denver Human Services (DHS) through contract control number Alfresco, SOCSV-201732824-07, Jaggaer SOCSV-202264885-07, to add \$96,100.00 and one year for a new contract total of \$876,050.00.

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: Laura Tateyama
Email: Geraldine.Paulison@denvergov.org	Email: Laura.Tateyama@denvergov.org

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

Authorizes a seventh amendment to the contract with Pro Tier Leadership LLC, through contract control number Alfresco SOCSV-201732824-07, Jaggaer SOCSV-202264885-07 to add \$96,100.00 and one year for a new contract total of \$876,050.00.

Pro Tier Leadership LLC provides leadership development opportunities for multi-level managers and leaders to include training, consulting, and coaching.

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): Andrew Riester

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: _____

Date Entered: _____

Key Contract Terms

Type of Contract: Professional Services > \$500K

Vendor/Contractor Name: Pro Tier Leadership LLC

Contract control number: SOCSV-201732824-05, Jaggaer SOCSV-202264885-07

Location: Denver, CO

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 7

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

Original Agreement: SOCSV-201732824:1/1/2017-12/31/2017
 First Amendment: SOCSV-201732824-01: 1/1/2017 to 12/31/2017
 Second Amendment: SOCSV-201832824-02: 1/1/2018 to 12/31/2018
 Third Amendment: Alfresco SOCSV2018-32824-03: 1/1/2019 to 12/31/2019
 Fourth Amendment: SOCSV-201832824-04, Jaggaer SOCSV 201952553-04: 1/1/2020 to 12/31/2020
 Fifth Amendment: SOCSV-201832824-05, Jaggaer SOCSV-202056395-05 1/1/2021 -12/31/2021
 Sixth Amendment: SOCSV-201832824-06, Jaggaer SOCSV202160209-06 1/1/2022 – 12/31/2022
 Proposed Seventh Amendment SOCSV-201832824-07, Jaggaer SOCSV-202264885-07 1/1/2023-12/31/2023

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
 Fourth Amendment: existing amount \$443,200, amended amount \$133,500, new contract \$576,700
 Fifth Amendment: Existing amount \$576,700. Amended amount \$112,050, new contract \$688,750
 Sixth Amendment: existing amount \$668,750.00. Amended amount \$91,200, new contract \$779,950

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$779,950	\$96,100	\$876,050

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2017-12-31/2022	1/1/2023-12/31/2023	12/31/2023

Scope of work: Services

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Date Entered: _____

- A. Provide consultation, training, and coaching aligned with the agency’s leadership and development needs.
- B. Provide leadership development that supports DHS Strategic Goals and continues to institute best leadership practices in the current work environment.
- C. Provide a leadership program that supports the enhanced engagement of employees in the agency and supports the development of internal leaders. This will provide a structure for opportunities and accountability for all participants.
- D. Supervisors, informal leaders and other employees, (that supervisors would like to have experience the learning content) will be provided with the opportunity to participate in leadership workshops.
- E. The program will be consistent with the past four years of content built on the foundation of “Values, Leadership, and Teamwork”.
- F. 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. The sessions are approximately two hours in length.
- G. As needed, 90-day coaching assignments may be provided (approved by Division Director) for Directors, Managers, and Supervisors. Coaching assignments will include Job Observation, Strategic Planning, and Coaching.
- H. 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.

I. Needs Based Team Work Sessions

These sessions will be created based on specific needs that fall outside of the Principle and Values Sessions.

These sessions can include but are not limited to:

- How to promote diversity, equity and inclusion in our everyday working environment. This would include partnering with Dr. Mary Whitehead.
- Skills on how to manage up and use the art of communication to deliver messages.
- How to use courage and vulnerability to enhance the culture of Psychological Safety.
- Enhanced skills on how to empower people to think on their own and make decisions aligned with the mission of the organization.
- Sessions on how to train others to distill down the leadership concepts already promoted over the past few years.
- Using Meyers Briggs to help understand different personality types and leadership styles.

J. Experienced Leader Workshops- Transition

- March: Preparing for the transition /change of City Leadership
- September: Post review and support for leaders as they navigate through the transition.

Managing change successfully requires leaders to deal effectively with both the structural side of leading change and the human dynamic of transition. The March session will be to prepare leaders for our Mayoral change in July. The October session will be to check in and discuss the status of the changes and supporting leaders through the process. Pre and post surveys will be administered to track progress and effectiveness to ensure cultural alignment.

Was this contractor selected by competitive process? Yes

If not, why not?

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Date Entered: _____

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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