

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

Please mark one: ☐ Bill Request or ☒ Resolution Request

Date of Request: **November 1, 2023**

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.)

Contract execution for Diligent Internal Audit Management Software. The scope of work includes software and licensing for 52 users.

3. Requesting Agency:

Auditor's Office (AUDIT)

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: Arielle Denis	Name: Arielle Denis
Email: Arielle.Denis@denvergov.org	Email: Arielle.Denis@denvergov.org

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

We have a contract AUDIT-202370969 with vendor Vertosoft LLC that will require City Council approval. Although the contract does not currently meet the dollar threshold, we have a previous purchase order (PO-00130300, \$146,100) that with this contract amount \$441,100.00 will exceed the \$500,000 council review threshold.

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

No assignment yet. We have not submitted this contract yet, pending receipt of information and documents from vendor. Laurie Heydman is usually assigned to AUDIT contracts.

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

Vendor/Contractor Name (including any dba's):

Vertosoft LLC

Contract control number (legacy and new):

AUDIT-202370969

Location:

Denver

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):

3/1/2024 – 2/29/2028

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$1.00	\$441,100.00	\$441,101.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
4 years		

Scope of work:

Contract execution for Diligent Internal Audit Management Software. The scope of work includes software and licensing for 52 users.

Was this contractor selected by competitive process? ☒ Yes ☐ No **If not, why not?**

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

PO-00130300 (\$146,100.00)

Source of funds:

General Fund

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: _____