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: 9/25/24

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 <u>name of company or contractor</u> and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends current agreement with Qcera Inc. to extend contract end date to 9/30/25 and to add an additional $114,000.00 to contract for a new max contract total of $802,301.05.

3. Requesting Agency: OHR Benefits, Wellness and Leave

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 / Chris O'Brien	Name: Marilyn Koerner-Carroll
Email: marilyn.carroll@denvergov.org / Christopher.obrien@denvergov.org	Email: marilyn.carroll@denvergov.org

5.   General description or background of proposed request. Attach executive summary if more space needed:
Fourth amendment to current agreement between Qcera Inc. and CCD to extend contract term end date to 9/30/25 and to increase max contract amount to a new total of $802,301.05. Qcera will continue to offer the OHR Leave Team FMLA Leave of Absence Administration and ADA Case Management Software Application Services for all Denver employees including the Department of Safety and the Denver Public Library.

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

7.   City Council District: Citywide

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

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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):
Professional Services – Agreement with Qcera Inc. for Denver employee leave tracking.

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

Contract control number (legacy and new): CSAHR-202475764-04 [CSAHR-201627646-04]

Location: Citywide

Is this a new contract? ☐ Yes ☒ No   **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** _04____

Contract Term/Duration (for amended contracts, include <u>existing</u> term dates and <u>amended</u> dates):
current term is 10/1/16 – 9/30/24
amending to extend by one year for a new term of 10/1/16 – 9/30/25

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

Current Contract Amount *(A)*	*Additional Funds* *(B)*	*Total Contract Amount* *(A+B)*
$688,301.05	$114,000.00	$802,301.05

Current Contract Term	*Added Time*	*New Ending Date*
10/1/16 – 9/30/24	1 year	9/30/25

Scope of work:
Qcera will continue to offer FML and Leave of Absence Administration Software Application Services for the OHR Leave team and Denver employees.

Was this contractor selected by competitive process? No   **If not, why not?** It was an expansion of Qcera software already in place at Denver Human Services HR. Bid process on hold due to TS lack of capacity.

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

Source of funds: General Funds

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____   Date Entered: _____

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____   Date Entered: _____