

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: 2/14/2025

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.)

Amends a contract with Wolters Kluwer ELM Solutions, Inc. to add \$370,000.00 for a new total of \$3,132,283.00 and add one year for a new end date of 08-31-2025 for continual use and support of the Passport Enterprise Legal Management software, citywide (TECHS-201948298-00/TECHS-202474421-02).

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: Chad Mitchell	Name: Chad Mitchell
Email: chad.mitchell@denvergov.org	Email: chad.mitchell@denvergov.org

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

(who, what, why)

The City Attorney’s Office (CAO) uses Wolters Kluwer’s PASSPORT Enterprise Legal Management software that supports all divisions of the CAO, excluding PACE which has had its own prosecution module since 2010. This solution is cloud based, Criminal Justice Information Systems (CJIS), Sensitive Security Information (SSI) and Health Insurance Portability and Accountability Act (HIPAA) compliant, designed for the high volume of information that the CAO needs to process electronically.

This amendment is to increase the contract maximum amount and to extend the term to allow the CAO continual use and support of the software.

The Passport legal spend, matter management, and insurance claims defense application allows the City to better control costs, streamline workflows, and get more visibility for managing legal and risk related processes.

Passport key functions:

- Gain visibility into legal spend to better control costs with dashboards and reporting

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

- Inform strategic decision-making to improve matter outcomes and mitigate legal risk
- Tighten collaboration with legal service providers to streamline work and improve communication
- Source and staff legal work more efficiently
- Drive down the total cost of ownership of the City’s legal and claims systems

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****

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): Wolters Kluwer ELM Solutions, Inc.

Contract control number (legacy and new): Original: TECHS-201948298-00
This amendment: TECHS-202474421-02

Location: Denver, CO

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 2

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

Current Term: 8/26/2019 – 8/31/2024 Proposed term: 8/26/2019 – 8/31/2025 Duration: 6 years

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>
\$2,762,283	\$370,000	\$3,132,283

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
8/26/2019 – 8/31/2024	One Year	8/31/2025

Scope of work:

Vendor will continue to support the Passport Enterprise Legal 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.

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____

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: Technology Services Operational Funds

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: _____