

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

****All fields must be completed.****

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: 10/28/2013

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

Request to approve a \$5,000,000 with HR Resourcing, LLC for comprehensive payroll services and administrative support for Office of Economic Development (OED) Workforce Development programs. (OEDEV-2013 13723-00)

3. Requesting Agency: Office of Economic Development

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Barbara Callison
- **Phone:** 720-913-1772
- **Email:** Barbara.Callison@DenverGov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Seneca Holmes
- **Phone:** 720-913-1533
- **Email:** Seneca.homes@DenverGov.org

6. General description of proposed ordinance including contract scope of work if applicable:

The City and County of Denver through the Office of Economic Development, is proposing to contract with HR Resourcing, LLC for \$1,000,000 (\$1 million) dollars for the initial term of the contract effective 1/1/2014 and thereafter \$1,000,000 for each additional term for a maximum of four (4) renewal terms through 2018 with a total contract of \$5,000,000. HR Resourcing, LLC will provide comprehensive payroll services and administrative support for Office of Economic Development (OED) Workforce Development programs including but not limited to: Youth Employment Program (YEP), the Workforce Investment Act (WIA) program and Temporary Assistance to Needy Families (TANF), Female Ex-Offender (FEXO) grant and any additional funding awards received by OED for various programs.

*****Please complete the following fields:*** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)*

- a. **Contract Control Number:** OEDEV-2013 13723-00
- b. **Duration:** January 1, 2014 – December 31, 2018
- c. **Location:** 10303 E. Dry Creek Road, Suite 400
- d. **Affected Council District:** City Wide
- e. **Benefits:** Payroll Services for the Office of Economic Development programs
- f. **Costs:** \$5,00,000.00

7. Is there any controversy surrounding this ordinance? No.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

Executive Summary

- Contract recipient: HR Resourcing, LLC.
- Proposed contract amount: \$5,000,000
- Term of the proposed contract start/end dates: January 1, 2014 – December 31, 2018
- The contract control number: OEDEV-201313723-00
- Selection process: 2013 Request For Proposal (RFP)
- Source of funds: Include but are not limited to the following: Temporary Assistance for Needy Families (TANF), Workforce Investment Act (WIA), Female Ex-Offender (FEXO) grant, General Fund, Mill Levy and any additional funding awards received by OED for various programs.

OED/Youth and OED/TANF services provide a variety of comprehensive activities that help youth and adults to improve educational and skill competencies to achieve employment success. These services include, but are not limited to, basic skills remediation, financial literacy, foundational skill training, occupational skill training and work experience. Through participation in these activities, youth and adults progress from entry level training programs to long term sustainable career pathways that may include subsidized employment experiences.

HR Resourcing, LLC, will provide payroll services to youth and adult employment and training programs.

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