

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9 a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 6/26/2026

1. Please mark one: ☐ Bill Request or ☒ Resolution Request
2. Does this directly impact property within .5 miles of the South Platte River? (Check map [HERE](#)) ☐ Yes ☒ No
3. Does this item fall under XO 66 (Prop 123) requiring it to skip Mayor-Council? ☐ Yes ☒ No
4. Do you need to request a Waiver Request for this item? ☐ Yes ☒ No

5. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
- ☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
- ☐ Other:

6. **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 Submittable Holdings Inc. to add \$845,557.62 for a new contract total of \$2,531,437.62 to allow HOST and Arts & Venues access to the Citywide Grants Management software. No change in term, citywide (TECHS-202371318-01 / TECHS-202684579-01).

7. **Requesting Agency:** Technology Services

8. **Contact Person:**

|                                                                                              |                                                                                         |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert) | Contact person for council members or mayor-council                                     |
| Name: Anna Weber                                                                             | Name: Joe Saporito                                                                      |
| Email: <a href="mailto:anna.weber@denvergov.org">anna.weber@denvergov.org</a>                | Email: <a href="mailto:joseph.saporito@denvergov.org">joseph.saporito@denvergov.org</a> |

9. **General description or background of proposed request. Attach executive summary if more space needed:** (who, what, why)

Currently, the City uses the vendor's comprehensive Citywide grants management solution to manage the grants process. This amendment is for the addition of HOST and Arts & Venues. This software facilitates the ability to centralize key grant management functions, The Grant Management software is already used by CASR, DDPHE, DHS, DOS, DOTI, HRCP and OCA. This software provides the ability to support enterprise level custom reporting that meshes with Snowflake business intelligence tools and allows separate accounts to keep programs and data within a specific department and provide autonomy and flexibility to quickly spin up new opportunities at scale.

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

11. **City Council District:** Citywide

**\*\*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 exceeding \$500,000

**Vendor/Contractor Name (including any dba's):** Submittable Holdings Inc.

**Contract control number (legacy and new):** Original TECHS-202371318-01  
This amendment TECHS-202684579-01

**Location:** Denver

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

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

Current Term: 6/1/2024 – 6/1/2029 Duration: 5 years No Proposed Changes to Term

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

| <i>Current Contract Amount</i><br>(A) | <i>Additional Funds</i><br>(B) | <i>Total Contract Amount</i><br>(A+B) |
|---------------------------------------|--------------------------------|---------------------------------------|
| \$1,685,880                           | \$845,557.62                   | \$2,531,437.62                        |
| <i>Current Contract Term</i>          | <i>Added Time</i>              | <i>New Ending Date</i>                |
| 6/1/2024 – 6/1/2029                   | N/A                            | 6/1/2029                              |

**Scope of work:**

Vendor will continue to support the Grants 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.

**Was this contractor selected by competitive process?** No **If not, why not?** Professional Preference

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

**Source of funds:** Various Agency 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

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Date Entered: \_\_\_\_\_