

TERM JUSTIFICATION FORM

Purpose

The purpose of this document is to provide justification to the City Attorney’s Office when the term of a contract or amendment of a contract exceeds three years. This document will accompany other contract artifacts and be entered into Jagger.

Background

Per Executive Order 8: “Agencies should limit the duration of contracts to three to five years at which time a new solicitation should be initiated absent special circumstances. Special circumstances may include, among others, contracts that require a contractor to make significant capital investments to meet the City’s needs, like some concession agreements; supplies or services indispensable to the City that are obtainable only from a single source; situations where standardization of equipment or continuity of service is required; situations where competition does not exist; supplies or services provided by other governments; or situations where economic factors make it unfavorable for the city to re-bid a contract.

It will be the applicable manager’s responsibility to authorize and justify any deviation from this policy... Each request for a contract or amendment of a contract in excess of three years, shall state the justification for the longer term”

Complete the Following

Supplier Name:	ProTier Leadership LLC
Contract Number:	2022-64885-07
Program:	Administration
Please provide justification for extending the term of this contract more than three years.	
<p>DHS would like to add an additional year 1/1/2023-12/31/2023 and add \$96,100. The additional services needed will include and cover topics on:</p> <ul style="list-style-type: none"> • Provide consultation, training, and coaching aligned with the agency’s leadership and development needs. • Provide leadership development that supports DHS Strategic Goals and continues to institute best leadership practices in the current work environment. • Provide a leadership program that supports the enhanced engagement of employees in the agency and supports the development of internal leaders. This will provide a structure for opportunities and accountability for all participants. • Supervisors, informal leaders and other employees, (that supervisors would like to have experience the learning content) will be provided with the opportunity to participate in leadership workshops. • The program will be consistent with the past four years of content built on the foundation of “Values, Leadership, and Teamwork”. 	

- For ongoing work around City values, a Values and Principles Teamwork Session will be made available for leaders needing additional leadership support with their individual teams. The sessions are approximately two hours in length.
- As needed, 90-day coaching assignments may be provided (approved by Division Director) for Directors, Managers, and Supervisors. Coaching assignments will include Job Observation, Strategic Planning, and Coaching.
- Dashboard assessments and consultations will be made available using the Four Dynamics of Leadership Survey Program that includes the survey to team members, the analysis of findings, and a strategic plan to improve leadership skills.
- Needs Based Team Work Sessions –
 - These sessions will be created based on specific needs that fall outside of the Principle and Values Sessions.
 - These sessions can include but are not limited to:
- How to promote diversity, equity and inclusion in our everyday working environment. This would include partnering with Dr. Mary Whitehead.
- Skills on how to manage up and use the art of communication to deliver messages.
- How to use courage and vulnerability to enhance the culture of Psychological Safety.
- Enhanced skills on how to empower people to think on their own and make decisions aligned with the mission of the organization.
- Sessions on how to train others to distill down the leadership concepts already promoted over the past few years.
- Workshops- Transition
- March: Preparing for the transition /change of City Leadership
 - September: Post review and support for leaders as they navigate through the transition
 - Managing change successfully requires leaders to deal effectively with *both* the structural side of leading change *and* the human dynamic of transition. The March session will be to prepare leaders for our Mayoral change in July. The October session will be to check in and discuss the status of the changes and supporting leaders through the process.

Program Manager's Name:	Jeri Paulison		
Program Manager's Signature:	<i>Jeri Paulison</i>	Date:	10/05/2022
Executive Director's Approval			



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Print Executive Director's Name:	Jay Morein		
Executive Director's Signature:	<i>Jay Morein</i>	Date:	Oct. 12, 2022