ORDINANCE/RESOLUTION REQUEST

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

Date of Request: 8/31/2021

Please mark one: ☐ **Bill Request**   **or**   ☒ **Resolution Request**

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.)

> Approves a revenue share contract with Permitium, LLC. for $60,000 and for three years to provide an on-line conceal and carry permitting solution supporting the Denver Police Department

3. **Requesting Agency:**   Technology Services

4. **Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Daniel Everett	Name: Joe Saporito
Email: Daniel.everett@denvergov.org	Email: joseph.saporito@denvergov.org

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

The Denver Police Department's (DPD) Concealed Weapons Unit currently uses an access database backed up to MS OneDrive to manage and administer their concealed carry weapons permitting process. DPD has identified Permitium's Permit Director as an online alternative solution that will reduce the current significant manual processes. PermitDirector automates workflow and legally required reporting procedures, as well as improves the data security and retention of this important data source. PermitDirector for weapon permits serves as an end-to-end online solution that includes the application, background check tracking, processing, payment and issuance of gun and concealed carry permits.

Permitium will configure the initial instance of the new Permitium solution based on the Citys current pistol permit process and Permitium's demonstration site, refine the new Permitium solution through an iterative process based on input received from the City during the testing phase, test the Permitium solution, revise as needed and prepare it for production, provide training for the City as needed, provide ongoing support, hosting and management of the Permitium Solution

Permitium will use their Merchant ID to receive online payments. Credit card merchant fees incurred by Permitium in the processing of City Customer payments will be retained by Permitium from on-line City Customer payment through Permitium.

Fee Collection and Payment- Permitium shall deliver the City a monthly statement which will itemize every transaction submitted the prior thirty days along with a check or ACH for the net total amount collected.

Cost of Service:
Cost for PermitDirector software, implementation services or support – Permitium will charge a $4.00 administrative fee for all Concealed Weapon transactions.

THIRD PARTY CHARGES: Permitium will use their Merchant ID to receive online payments. Credit card merchant fees incurred by Permitium in the processing of City Customer payments will be retained by Permitium from on-line City Customer payment through Permitium. The current merchant fee rate is $.30 per transaction in addition to 2.9% of the total transaction cost.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 1016   Date Entered: _____

If City elects to offer some or all services for free, the $4.00 administrative fee will still apply and the City will be liable to pay Permitium. In person cash transactions shall not incur fees.

The $60,000 contract maximum is based on an estimated 1,665 transactions per year.

6. **City Attorney assigned to this request (if applicable):** Steve Hahn

7. **City Council District:** N/A - Citywide

8. ****<u>For all contracts,</u> 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):

> Revenue contract with revenue share

Vendor/Contractor Name: Permitium, LLC.

Contract control number: TECHS-202158235-00

Location: Citywide

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

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

> 4/1/2021 - 4/1/2024   Duration: 3 years

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

Current Contract Amount *(A)*	*Additional Funds* *(B)*	*Total Contract Amount* *(A+B)*
$60,000	N/A	$60,000

Current Contract Term	*Added Time*	*New Ending Date*
4/1/2021 - 4/1/2024	N/A	N/A

Scope of work:

Vendor will implement and support the on-line application software

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: DPD operational funds

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 1016   Date Entered: _____

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

Who are the subcontractors to this contract? N/A