

# 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:** January 25, 2024

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: Purchase Order

2. **Title:** Approves a purchase order with Carahsoft Technology Corporation for \$621,116.16 for the one-time purchase of 2024 ServiceNow Product and License Renewal for Denver International Airport (DEN) PO-00143855.

3. **Requesting Agency:** Department of Aviation

## 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: Juan Lucero, SVP Airport Business Technologies	Name: Kevin Forgett, Manager of Legislative Affairs
Email: Juan.Lucero@flydenver.com	Email: Kevin.Forgett@flydenver.com

5. **General description or background of proposed request. Attach executive summary if more space needed:** Purchase Order PO-00143855 is to renew Denver International Airports annual subscription of the ServiceNow software platform for Information Technologies service management, Risk Management, and other Business Technologies functions. This is procured through the National Association of State Procurement Officials (NASPO) Cooperative Agreement, as permitted by Denver Revised Municipal Code 20-64.5, which was competitively selected. City-wide procurement of ServiceNow products through arrangements with this vendor. This procurement is consistent with prior ServiceNow procurements for Denver International Airport.

6. **City Attorney assigned to this request (if applicable):** Kevin Cain

7. **City Council District:** District 11

8. **\*\*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:** Contract for Goods over \$500K

**Vendor/Contractor Name:** Carahsoft Technology Corporation

**Contract control number:** PO-00143855

**Location:** Denver International Airport

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

**Contract Term/Duration:** Onetime Purchase Order, expected delivery by 3/1/2024.

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$621,116.16	N/A	\$621,116.16

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Onetime Purchase Order, expected delivery by 3/1/2024	N/A	Onetime Purchase Order, expected delivery by 3/1/2024

**Scope of work:** Purchase Order PO-00143855 for the procurement of 2024 annual renewal of ServiceNow software subscription at Denver International Airport.

**Was this contractor selected by competitive process?** No, **If not, why not?** This Purchase Order has been issued in accordance with Denver Revised Municipal Code 20-64.5 Cooperative Purchasing and is supported by National Association of State Procurement Officials (NASPO) Master Contract Number AR2472.

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

**Source of funds:** Denver International Airport Business Technologies.

**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A - Does not apply, in accordance with Denver Revised Municipal Code 20-64.5 Cooperative Purchasing bidding exception.

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

**Who are the subcontractors to this contract?** None

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