

11.8 REQUESTS FOR PROFESSIONAL SERVICES – INFORMAL PROCESS. Council members may invoice for professional services without a Request for Proposal (“RFP”) for work that:

- (a) Is within the scope of their official duties;
- (b) Adheres to City ethics rules and laws to avoid a conflict of interest in selecting the service provider;
- (c) Utilizes funds from Council office budget(s), or donated funds properly accounted for and disclosed per council rules, as well as the Denver Charter and Denver Revised Municipal Code;
- (d) Does not exceed \$10,000 from the member’s office budget.

For contracts that utilize between \$10,000 to 50,000 of a member’s office budget, Council members may utilize the General Services informal procurement process or a Council-specific informal procurement process.

11.9 REQUESTS FOR PROFESSIONAL SERVICES – FORMAL PROCESS. City Council, as a body, may also procure professional services for work within the scope of its duties and obligations under the Charter and Ordinances of the City and County of Denver. A procurement request must be initiated by a minimum of three Council members and be submitted to the President and Executive Director. Council members shall, when practicable, present any requests under this section during the Council budgeting process to ensure funds are available in the central budget.

The request must include a detailed scope of work which identifies the amount of funds requested; the source of funds (either pooled from City Council district budgets or Central Office budget); details on how the contractor will be supervised; how the provider will be selected, including who will make selection and the process that will be utilized. General Services and Legislative Counsel may advise and assist, if requested. The requesting Council members, in addition to any members selected by the Council president, will be included in the development of the procurement documents or RFP, selection process and drafting of any contract, if required.

The procurement contract will be presented to city council as a resolution for majority approval. Contracts that exceed \$50,000 must follow the requirements in Sec. 13-12(b) of the DRMC. On-call contracts for professional services may be used to obtain services under this Rule.