

ORDINANCE/RESOLUTION REQUEST

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

****All fields must be completed.****
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: 1/21/2014

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

[Update D.R.M.C. 20-64 (a) (5) and 20-64 (b).2.c] – Raise dollar level of services and supplies not subject to bidding procedures and update emergency procedures.

3. Requesting Agency: General Services / Purchasing

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** J.D. Whiteman, Deputy Director of Purchasing
- **Phone:** 720-913-8119
- **Email:** james.whiteman@denvergov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** J.D. Whiteman, Deputy Director of Purchasing
- **Phone:** 720-913-8119
- **Email:** james.whiteman@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

Change 20-64 (a) (5) to raise bidding exception level from \$5,000 to \$10,000

[Per a recommendation from the Procure-To-Pay (P2P) 2013 performance audit by the Auditor's Office, Purchasing has revised the Emergency Authorization procedure. The new process no longer requires that agencies submit a confirming requisition with a letter of justification within seventy-two hours of an emergency purchase. Purchasing will still require that a requisition be entered but a new process has been developed that requires the buyer to create a PeopleSoft requisition and enter the reason for the emergency while the agency person is on the phone. The PeopleSoft requisition is then routed through the workflow process of PeopleSoft for required approvals.]

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:** N/A
- b. **Duration:** Permanent
- c. **Location:** D.R.M.C. 20.64(a) and (b)2c
- d. **Affected Council District:** N/A
- e. **Benefits:** Improves the processing time and tracking capabilities for emergency purchases.
- f. **Costs:** N/A

7. Is there any controversy surrounding this ordinance? *(Groups or individuals who may have concerns about it?)* **Please explain. (NO CONTROVERSY)**

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____