

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: **4/22/2024**

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:

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves an agreement with Submittable Holdings Inc. for the purchase of software licensing, implementation, and ongoing support of a new Citywide Grants Management system.

3. Requesting Agency: Technology Services

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: Chad Mitchell	Name: Josh Matthews
Email: chad.mitchell@denvergov.org	Email: josh.matthews@denvergov.org

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

Currently the City does not have a comprehensive Citywide grants management application/solution to manage the grants process. Approval of this contract request will allow the City to procure Submittable Holdings' Grant Management software. The software will facilitate the ability to centralize key grant management functions, The Grant Management software will be used by CASR, DDPHE, DHS, DOS, DOTI, HRCP, HOST, OCA and can be used by other City Agencies as needed. This software will provide the ability to support enterprise level custom reporting that meshes with Snowflake business intelligence tools and allow separate accounts to keep programs and data within a specific department and provide autonomy and flexibility to quickly spin up new opportunities at scale.

6. City Attorney assigned to this request (if applicable): Andrew Riester

7. City Council District: Citywide

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: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Expenditure Contract

Vendor/Contractor Name (including any dba's): N/A

Contract control number (legacy and new): TECHS-202371318

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 existing term dates and amended dates):

2/1/2024 - 2/1/2029 – Five years

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)
N/A	N/A	\$1,685,880.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
6/1/2024 - 2/1/2029	N/A	6/1/2029

Scope of work:

Software licensing, implementation, and ongoing support of a new Citywide Grants Management system.

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: Various Agency Operational Funds, American Rescue Plan Funds

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

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

Who are the subcontractors to this contract? N/A

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____