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: 11/9/23

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: Approves a contract with Paymentech, LLC for up to $148,500,000 for five years with three optional annual renewals for the purchase of citywide credit card acceptance and processing services.

3. Requesting Agency: Department of Finance

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Alyssa Garrity	Name: Carolina Flores
Email: alyssa.garrity@denvergov.org	Email: Carolina.Flores@denvergov.org

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

Paymentech, LLC provides citywide credit card processing services, including high-volume online and point-of-sale revenue processing, settlement, fraud detection and controls, reconciliation, and reporting, supporting the city's ability to accept credit cards as payment for city services.

Paymentech, the incumbent provider, was selected through the city's competitive solicitation process in 2022-2023. The contract term is structured to support the extended, multi-layer selection and contracting processes for bank and merchant services, plus subsequent 12-month transition period of merchant products and continuity of service required to maintain payment acceptance and processing mechanisms.

6. City Attorney assigned to this request (if applicable): Laurie Heydman

7. City Council District: N/A – 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):
Standard Expenditure contract exceeding $500,000

Vendor/Contractor Name: Paymentech, LLC

Contract control number: FINAN-202367389

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):

Initial term	1/1/2024 – 12/31/2028	Duration: 5 years
Renewal terms	1/1/2029 – 12/31/2029	Duration: 1 year
	1/1/2030 – 12/31/2030	Duration: 1 year
	1/1/2031 – 12/31/2031	Duration: 1 year
	1/1/2032 – 12/31/2032	Duration: 12 months, month-to-month

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

Current Contract Amount (A)	*Additional Funds (B)*	*Total Contract Amount (A+B)*
$148,500,000	N/A	$148,500,000

Current Contract Term	*Added Time*	*New Ending Date*
Initial 1/1/2024 – 12/31/2028 Plus three optional one-year renewal terms ending 12/31/2031 Plus 12 month-to-month renewals ending 12/31/2032	N/A	12/31/2032

Scope of work: Paymentech, LLC will provide the City with credit card processing services including high-volume online and point-of-sale revenue processing, settlement, fraud detection and controls, reconciliation, and reporting

Was this contractor selected by competitive process? Yes **If not, why not?**

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

Source of funds: Department of Finance Professional Services Budget

---

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____

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: _____