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: January 30, 2025

Please mark one: ☐ **Bill Request** **or** ☒ **Resolution Request**

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map HERE)

☐ **Yes** ☒ **No**

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 Protiviti Government Services, Inc. for $3,000,000.00 and for three years with two one-year options to extend, for on-call financial management consulting services to support Denver International Airport (DEN), in Council District 11 (PLANE-202475709).

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: Chayot Ing-Aram, SVP Financial Planning	Name: Kevin Forgett, State and Local Legislative Advisor
Email: chayot.ing-aram@flydenver.com	Email: Kevin.Forgett@flydenver.com

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

Protiviti Government Services, Inc. is the public sector subsidiary of Protiviti, Inc., a global consulting firm that offers audit, risk management, technology, business performance improvement, and digital solutions to federal, state, and local government agencies. Protiviti, Inc., is owned by Robert Half, Inc., the world's largest and oldest professional staffing firm that provides just-in-time talent solutions in finance & accounting, technology, creative & marketing, and administrative. Protiviti helps organizations navigate complex business challenges while optimizing performance and managing costs. This emphasis on cost-effectiveness allows clients to achieve their goals without compromising financial efficiency.

Protiviti will assist in the advancement of DEN's strategic plan, Vision 100, in a number of ways. As DEN looks to grow its infrastructure, it will be critical to ensure that it has the capacity to handle the analytical needs, remains compliant with any anticipated regulatory changes, and can continue to scale its finance and accounting functions as the organization grows. This contract will help provide that capacity through the scopes of work listed below.

Additionally, as DEN looks to maintain the strong financial position that it currently has, it will require the assistance of experienced professionals to ensure that it can continue to make business decisions which will continue to optimize its performance. This contract will provide that capacity and help ensure that DEN maintains strong credit ratings and can borrow at competitive rates.

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

7. City Council District: Council District 11

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____ Date Entered: _____

8. **<u>For all contracts,</u> fill out and submit accompanying Key Contract Terms worksheet**

Key Contract Terms

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

Vendor/Contractor Name (including any dba's): Protiviti Government Services, Inc.

Contract control number (legacy and new): PLANE-202475709

Location: Denver International Airport

Is this a new contract? ☒ **Yes** ☐ **No** **Is this an Amendment?** ☐ **Yes** ☒ **No** **If yes, how many? _____**

Contract Term/Duration (for amended contracts, include <u>existing</u> term dates and <u>amended</u> dates):
Contract Start Date: 1/1/2025
Contract End Date: 1/1/2030
Total Term: 3 years, plus two optional one-year extensions

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

Current Contract Amount (A)	***Additional Funds (B)***	***Total Contract Amount (A+B)***
$3,000,000	N/A	$3,000,000

Current Contract Term	***Added Time***	***New Ending Date***
3 years, plus two optional one-year extensions	N/A	3 years, plus two optional one-year extensions ;1/1/2030

Scope of work:

Construction Audit Consulting Services:
The contractor may provide comprehensive construction audit and advisory services for the airport's capital improvement projects. Their responsibilities include assessing the effectiveness of project management policies and procedures, evaluating internal controls, identifying cost recovery opportunities, and ensuring compliance with regulations and airport policies. The contractor may review all project phases—from definition and design to construction and close-out—to identify process improvements and prevent cost overruns. They may evaluate contracts from an auditor's perspective, recommend improvements, verify accurate project close-outs, and assist in resolving claims by analyzing design errors, evaluating risks, and assessing schedule and cost impacts.

Accounting Consulting Services:
The contractor may provide comprehensive advisory and project management services to assist the airport in implementing new Governmental Accounting Standards Board (GASB) pronouncements, which require significant effort over the next several years. Key responsibilities include developing and facilitating implementation plans with the airport accounting team, identifying necessary resources, and possibly leading the execution of these plans. The contractor may aid in communication efforts by creating presentations and participating in discussions with stakeholders. Additional functions involve assisting in analysis of financial

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information, developing reports from software solutions, documenting policies and procedures, drafting financial statement disclosures, and evaluating software options.

Accounting Staff Augmentation Services:

The contractor may provide temporary financial accounting staff to support the airport's operational accounting needs in accounts payable and accounts receivable for up to two years. These positions do not require a CPA license, and candidates will be interviewed by the airport accounting team. Key responsibilities include processing high-volume transactions using various software solutions, performing three-way matches of supplier invoices, handling multiple types of invoices (goods, services, construction), converting contractual terms into billings, understanding debits and credits related to billing and revenue, reconciling customer aging accounts, and working proficiently in Microsoft Excel. Staff must be able to work with multiple internal and external stakeholders and process transactions and invoices at an expedited pace to meet city requirements. Additional accounting services may be provided as needed.

ERP & Software Integration Consulting Services:

The contractor may provide comprehensive advisory and project management services to enhance the airport's existing Enterprise Resource Planning (ERP) system (Workday) by integrating additional software solutions. Key responsibilities include analyzing the current ERP system to identify gaps and areas for improvement, recommending and implementing new software integrations to boost efficiency and automation, and developing strategies to ensure seamless integration with minimal operational disruption. The contractor may manage the entire integration process—including testing, troubleshooting, and workflow optimization—and provide regular progress reports to DEN Management. Additionally, they may develop and deliver tailored training programs for staff, offer comprehensive documentation, and provide ongoing post-integration support to ensure airport personnel are proficient in using the upgraded systems.

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: Operations & Maintenance (O&M)

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

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): 14%

Who are the subcontractors to this contract?
BWA Consulting, The Sanford Group, LLC, QMT Solutions

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