

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MailHighOrdinance@DenverGov.org](mailto:MailHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **10/14/2020**

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:** Authorizes a fifth amendment to the contract with Pro Tier Leadership LLC for Denver Human Services (DHS) through contract control number Alfresco, SOCSV-2017-32824-05, Jaggaer SOCSV-2020-56395-05 to add \$112,050.00 and one year for a new contract total of \$688,750.00.

3. **Requesting Agency:** DHS

### 4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Jerri Paulison	Name: Rachel Flank Goldberg
Email: Geraldine.Paulison@denvergov.org	Email: Rachel.FlankGoldberg@denvergov.org

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

Authorizes a fifth amendment to the contract with Pro Tier Leadership LLC, through contract control number Alfresco SOCSV-2017-32824-05, Jaggaer SOCSV-2020-56395-05 to add \$112,050.00 and one year for a new contract total of \$688,750.00.

Pro Tier Leadership LLC provides leadership development opportunities for multi-level managers and leaders to include training, consulting, and coaching.

Pro Tier Leadership LLC funding is intended to provide consultation, training and coaching aligned with the DHS Strategic Goals and continues to institute best leadership practices in the current work environment leadership.

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

7. **City Council District:** City Wide

8. **\*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: RR20 1191

Date Entered: \_\_\_\_\_

## Key Contract Terms

**Type of Contract:** Professional Services > \$500K

**Vendor/Contractor Name:** Pro Tier Leadership LLC

**Contract control number:** SOCSV-2017-32824-05, Jaggaer SOCSV-2020-56395-05

**Location:** Denver, CO

**Is this a new contract?** ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 5

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

Original Agreement: SOCSV-2017-32824-01: 1/1/2017-12/31/2017

First Amendment: SOCSV-2017-32824-01: 1/1/2017 to 12/31/2017

Second Amendment: SOCSV-2018-32824-02: 1/1/2018 to 12/31/2018

Third Amendment: Alfresco SOCSV-2018-32824-03: 1/1/2019 to 12/31/2019

Fourth Amendment: SOCSV-2018-32824-04, Jaggaer SOCSV 201952553-04: 1/1/2020 to 12/31/2020

Proposed Fifth Amendment: SOCSV-201832824-05, Jaggaer SOCSV-2020-56395-05 1/1/2021 -12/31/2021

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

Original Agreement: existing amount \$95,000

First Amendment: existing amount \$95,000, amended amount \$27,000, new contract total \$122,000

Second Amendment: existing amount \$122,000, amended amount \$160,600, new contract total \$282,600

Third Amendment: existing amount \$282,600, amended amount \$160,600, new amount total \$443,200

Fourth Amendment: existing amount \$443,200, amended amount \$133,500, new contract \$576,700

Fifth Amendment: Existing amount \$576,700. Amended amount \$112,050, new contract \$688,750

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
(A)	(B)	(A+B)
\$576,700	\$112,050	\$688,750

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2017-12-31/2020	1/1/2021-12/31/2021	12/31/2021

### Scope of work: Services

- A. Provide consultation, training, and coaching aligned with the agency leadership development needs.
- B. Provide leadership development that supports DHS Strategic Goals and continues to institute best leadership practices in the current work environment.
- C. Provide a leadership program that supports enhanced engagement of employees in the agency and growing internal leaders, which will provide a structure for opportunities and accountability for self and others.
- D. For existing leadership, the program will consist of 3 workshops that will review principles learned and consist of a facilitated discussion around leading with resilience. These workshops are planned for May/June/July of 2021

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- E. For new supervisor/informal leaders, the program will provide one (1) leadership workshop per month (12 workshops) for all new supervisors and/or existing supervisors who need refresher training as deemed necessary by their department managers. The program will be consistent with the past three years of content built on the foundation of “Values, Leadership, and Teamwork”.
- F. For ongoing work around City values, a Values and Principles Teamwork Session will be made available for leaders needing additional leadership support with their individual teams. We estimate three (3) per month or a total of thirty-six (36) per year. The sessions are approximately two hours in length.
- G. As needed, 90-day coaching assignments may be provided (approved by Division Director) for Directors, Managers, and Supervisors to include Job Observation, Strategic Planning, and Coaching. We estimate two (2) per quarter for a total of eight (8) per year.
- H. Dashboard assessments and consultations will be made available using the Four Dynamics of Leadership Survey Program that includes the survey to team members, the analysis of findings, and a strategic plan to improve leadership skills.

**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:** Revenue for this contract comes from a variety of sources, including local property tax revenue from the Social Services mill levy as well as state funding associated with the County Administration and Child Welfare allocations and federal funding from the Child Support entitlement. General trainings are partially reimbursed by the County Administration allocation while trainings for specific employees or groups are partially reimbursed by the allocation/entitlement associated with the work that employee or those employees do (i.e., Child Welfare, Child Support, etc.). DHS pays for any portion that is not reimbursed by state or federal funding using local property tax revenue.

The contract is budgeted in the Office of Human Resources cost center at DHS (5511090) in the Service Delivery and Administration Fund (13008).

**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

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Revised 03/02/18