



Legislation Text

File #: 22-1533, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted: 11-21-2022**

**Requesting Agency: Denver Human Services  
Division:**

**Subject Matter Expert Name: Jerri Paulison**

**Email Address:** Geraldine.Paulison@denvergov.org

**Phone Number:**

**Item Title & Description:**

*(Do not delete the following instructions)*

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

**A resolution approving a proposed Seventh Amendatory Agreement between the City and County of Denver and Pro Tier Leadership LLC to continue providing leadership development opportunities for Denver Human Services.**

Amends a contract with Pro Tier Leadership, LLC by adding \$96,100 for a new contract total of \$876,050 and one year for a new end date of 12-31-2023 to continue to provide leadership development opportunities for multi-level managers and leaders in Denver Human Services, including training, consulting and coaching (SOCSV-201732824-07/ SOCSV-202264885-07). The last regularly scheduled Council meeting within the 30-day review period is on 12-19-22. The Committee approved filing this item at its meeting on 11-23-22.

**Affected Council District(s) or citywide? citywide**

**Contract Control Number:** SOCSV-201732824-07, Jaggaer SOCSV-202264885-07

**Vendor/Contractor Name (including any "DBA"):** Pro Tier Leadership LLC

**Type and Scope of services to be performed:**

Authorizes a seventh amendment to the contract with Pro Tier Leadership LLC, through contract control number Alfresco SOCSV-201732824-07, Jaggaer SOCSV-202264885-07 to add \$96,100.00 and one year for a new contract total of \$876,050.00.

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.

**Scope of work: Services**

- A. Provide consultation, training, and coaching aligned with the agency’s leadership and 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 the enhanced engagement of employees in the agency and supports the development of internal leaders. This will provide a structure for opportunities and accountability for all participants.
- D. Supervisors, informal leaders and other employees, (that supervisors would like to have experience the learning content) will be provided with the opportunity to participate in leadership workshops.
- E. The program will be consistent with the past four 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. 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. Coaching assignments will include Job Observation, Strategic Planning, and Coaching.
- 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.
- I. Needs Based Team Work Sessions  
These sessions will be created based on specific needs that fall outside of the Principle and Values Sessions.  
These sessions can include but are not limited to:
  - How to promote diversity, equity and inclusion in our everyday working environment. This would include partnering with Dr. Mary Whitehead.
  - Skills on how to manage up and use the art of communication to deliver messages.
  - How to use courage and vulnerability to enhance the culture of Psychological Safety.
  - Enhanced skills on how to empower people to think on their own and make decisions aligned with the mission of the organization.
  - Sessions on how to train others to distill down the leadership concepts already promoted over the past few years.
  - Using Meyers Briggs to help understand different personality types and leadership styles.
- J. Experienced Leader Workshops- Transition
  - March: Preparing for the transition /change of City Leadership

September: Post review and support for leaders as they navigate through the transition.

Managing change successfully requires leaders to deal effectively with *both* the structural side of leading change *and* the human dynamic of transition. The March session will be to prepare leaders for our Mayoral change in July. The October session will be to check in and discuss the status of the changes and supporting leaders through the process. Pre and post surveys will be administered to track progress and effectiveness to ensure cultural alignment.

**Location (if applicable): Citywide**

**WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts): N/A**

**Are WBE/MBE/DBE goals met (if applicable)?**

**Is the contract new/a renewal/extension or amendment?**

Amendment

**Was this contractor selected by competitive process or sole source?**

Competitive

**For New contracts**

**Term of initial contract:**

**Options for Renewal:**

**How many renewals (i.e. up to 2 renewals)?**

**Term of any renewals (i.e. 1 year each):**

**Cost of initial contract term:**

**Cost of any renewals:**

**Total contract value council is approving if all renewals exercised:**

**For Amendments/Renewals Extensions:**

**Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?**

Length and price

***If length changing***

**What was the length of the term of the original contract?**

1/1/2017-12/31/2022

**What is the length of the extension/renewal?**

One year

**What is the revised total term of the contract?**

1/1/2017-12/31/2023

***If cost changing***

**What was the original value of the entire contract prior to this proposed change?**

\$779,950

**What is the value of the proposed change?**

**\$96,100**

**What is the new/revised total value including change?**

**\$876,050**

***If terms changing***

**Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)**