



Legislation Text

File #: 21-0263, Version: 1

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

**Date Submitted:** 3-4-21

**Requesting Agency:** Technology Services  
**Division:**

**Subject Matter Expert Name:**

Name: Joe Saporito
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**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 Amendatory Agreement between the City and County of Denver and Jaggaer, LLC f/k/a SciQuest Inc. to extend the term, increase the maximum contract amount and amend the name of contractor for the Jaggaer Contract Management software that provides for contract workflow.**

Amends a contract with SciQuest, Inc. doing business as Jaggaer, by adding \$915,000 for a new total of \$1,386,255 and five years for a new end date of 7-15-26 for the use and support of the Jaggaer Contract Management software application supporting all City agencies (TECHS-202157545). The last regularly scheduled Council meeting within the 30-day review period is on 4-19-21. The Committee approved filing this item at its meeting on 3-16-21.

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

**Contract Control Number:** TECHS-202157545

**Vendor/Contractor Name (including any "DBA"):** SciQuest, Inc. dba Jaggaer

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

With the objective of providing a streamlined solution for the City's contract management process that is easily configurable and provides an improved user experience, City Attorney's Office (CAO), Technology Services (TS) and Purchasing led an effort to purchase the Jaggaer Contract Management System (CMS) Software as a Service (SaaS) solution in 2018 to replace the existing Alfresco custom coded system. This amendment allows for the continual use of that system.

Note: The Alfresco repository, where documents are stored, was not replaced by Jaggaer. Jaggaer replaced the Alfresco contract management workflow.

Contracts prepared by the CAO for the City and County of Denver (CCD) are being saved in a centralized repository, the Alfresco system (back end). In the business environment prior to Jaggaer, any workflows needed for these contracts required TS to develop custom code. This code was embedded within Alfresco which made keeping the repository up to date very complex and workflow requests could take weeks to implement. Also, prior to Jaggaer, in order for vendors to sign contracts, manual intervention was required. Vendors manually signed the contract signature page and sent it to the agency, who then scanned and uploaded the signed signature page into Alfresco. In 2016, this process took on average 26 days for agencies to negotiate and obtain the vendor signature for contracts. In addition, the previous Alfresco application had multiple contract management customizations that inhibited the upgrade to Alfresco 5.0. This custom functionality built into the framework of Alfresco needed to be removed in order to upgrade the Alfresco platform. Any future upgrade of Alfresco is dependent upon the successful de-coupling of the contracts management workflow (front end) and a new contracts management system was needed.

The Jaggaer CMS is used across the City by over 40 agencies and 1060 end-users. This CMS software is used to manage the creation, negotiation, signature, renewal and data analysis of legal contracts. Jaggaer interfaces with Alfresco (City's system of records for contracts), Workday (for purchasing requisitions and supplier information) and DocuSign (for contract signatures).

As part of the City's use of the Jaggaer CMS, the City pays an annual fee for software support and maintenance. Software maintenance and support services include remote troubleshooting and support provided via the telephone and online channels, as well as installation assistance and basic usability assistance. Software support services may also include new product installation services, installation of product updates, migrations for major releases of software and other types of proactive or reactive on-site services, future minor versions or future major releases of software. These support services are employed to ensure the application is functioning at its maximum capacity.

This contract amendment extends the term by 5 years and increases the maximum contract amount to allow payment for continual vendor provided software maintenance and support.

The table below lists ongoing and/or future projects with Jaggaer:

- Integration with the B2G system (DEDO/DSBO subcontractor's prompt pay to comply with the Mayor's initiative) - SCHEDULED FOR MARCH 2021
- Update to enhance the Workday transmission of the contract metadata for enhanced Purchasing Dept. PO processing - SCHEDULED FOR MARCH 2021

- Integration with the Wolters Kluwer PASSPORT application for the CAO to create case matters for processing contracts terms and agreements. SCHEDULED FOR MARCH 2021
- Migrate away from DocuSign to an internal signature process. - SCHEDULED FOR SECOND QTR 2021

**Location (if applicable):**

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

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

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

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

**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)?**

***If length changing***

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

7/16/2018 - 7/15/2021

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

Five years

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

7/16/2018 - 7/15/2026

***If cost changing***

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

\$471,255

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

\$915,000

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

\$1,386,255

***If terms changing***

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