



Legislation Text

File #: 23-0490, Version: 1

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

**Date Submitted: 5-1-2023**

**Requesting Agency: DDPHE**  
**Division:**

**Subject Matter Expert Name:** Will Fenton / Jess Murison

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**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 Second Amendatory Agreement between the City and County of Denver and Change Matrix, LLC to continue evaluating and reporting on the results of the Healthy Food for Denver's Kids program funding, citywide.**

Amends a contract with Change Matrix, LLC by adding \$60,056.78 for a new total of \$901,625.37 and 4 months for a new end date of 1-31-2024 to continue evaluating and reporting on the results of the Healthy Food for Denver's Kids program funding, citywide (ENVHL-202053354-02 /ENVHL-202367460-02). The last regularly scheduled Council meeting within the 30-day review period is on 6-12-2023. The Committee approved filing this item at its meeting on 5-3-2023.

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

**Contract Control Number:** ENVHL-202053354-02 /ENVHL-202367460-02

**Vendor/Contractor Name (including any "DBA"):** Change Matrix, LLC

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

The Healthy Food for Denver’s Kids program currently has 54 organizations that are receiving grant funds. Change Matrix evaluates the use of the funds by gathering data from the grantees and presents the findings to the Healthy Food for Denver’s Kids Commission. In addition, Change Matrix provides technical assistance to grantees and will hold community listening sessions to get further feedback on the use of the funds.

Change Matrix is requesting additional time and funds to finalize the third year’s evaluation report, as it historically has taken some time to finalize the reports. They are also requesting additional funds to contract an external firm for marketing and professionally polishing the third annual report, and additional funds to work on specific items such as GIS mapping. The scope of work below is still active for Change Matrix, LLC.

**Scope of work:**

Change Matrix (“CM”) shall plan and implement evaluation of the Healthy Food for Denver’s Kids (“HFDK”) Initiative and will;

1. Obtain baseline data regarding food insecurity in households with children and adolescents, diet quality and current nutritional, food skills and food systems education
2. Conduct an evaluation planning process, evaluations, and data analysis of targeted strategies for entities awarded funding from HFDK fund;
4. Work collaboratively with DDPHE food systems team members to identify opportunities for leveraging other food systems work (Food Systems Policy) happening within the HFDK Commission, City and County of Denver agencies, and partner agencies;
5. Inform DDPHE and stakeholders of the impacts of the projects in the City and County of Denver;
6. Evaluate the successes, impacts, and challenges of awarded entities in strategic areas; and
7. Build evaluation capacity among funded entities to not only learn from work performed during the project cycle, but to translate learning to programmatic and systems improvements that lead to more sustainable outcomes at the community level.

**Location (if applicable):**

**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?**

Comp.

**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)?**

Time and price

***If length changing***

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

**Current Contract Term**

**04/06/2020 - 10/01/2023**

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

**4 months**

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

**04/06/2020 - 01/31/2024**

***If cost changing***

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

**\$841,568.59**

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

**\$60,056.78**

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

**\$901,625.37**

***If terms changing***

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