



Legislation Text

File #: 21-1016, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 9-1-21

Requesting Agency: Technology Services
Division:

Subject Matter Expert Name:

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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 Master Services Agreement between the City and County of Denver and ScribSoft Holdings, Inc. d/b/a Permitium, LLC to provide aid in the processing of conceal and carry weapons permits.

Approves a revenue contract with Permitium, LLC for \$60,000 and through 4-1-24 to provide an on-line conceal and carry permitting solution supporting the Denver Police Department (TECHS-202158235-00). The last regularly scheduled Council meeting within the 30-day review period is on 11-15-21. The Committee approved filing this item at its meeting on 10-12-21.

Affected Council District(s) or citywide? Citywide

Contract Control Number: TECHS-202158235-00

Vendor/Contractor Name (including any "DBA"): Permitium, LLC

Type and Scope of services to be performed:

The Denver Police Department's (DPD) Concealed Weapons Unit currently uses an access database backed up to MS OneDrive to manage and administer their concealed carry weapons permitting process. DPD has identified Permitium's Permit Director as an online alternative

solution that will reduce the current significant manual processes. PermitDirector automates workflow and legally required reporting procedures, as well as improves the data security and retention of this important data source. PermitDirector for weapon permits serves as an end-to-end online solution that includes the application, background check tracking, processing, payment and issuance of gun and concealed carry permits.

Permitium will configure the initial instance of the new Permitium solution based on the City's current pistol permit process and Permitium's demonstration site, refine the new Permitium solution through an iterative process based on input received from the City during the testing phase, test the Permitium solution, revise as needed and prepare it for production, provide training for the City as needed, provide ongoing support, hosting and management of the Permitium Solution

Permitium will use their Merchant ID to receive online payments. Credit card merchant fees incurred by Permitium in the processing of City Customer payments will be retained by Permitium from on-line City Customer payment through Permitium.

Fee Collection and Payment- Permitium shall deliver the City a monthly statement which will itemize every transaction submitted the prior thirty days along with a check or ACH for the net total amount collected.

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: 4/1/2021 - 4/1/2024

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: \$60,000

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?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

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

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

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