



# MEMORANDUM

Council Agenda  
Item No. IX. AV  
7/30/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Professional Services Agreement with Potomac Strategic Development Co., LLC for Federal Legislative Consulting Services, \$99,000, retroactive to July 1, 2024 through June 30, 2025.

**Background:**

On May 7, 2024 the City Council voted to authorize a Request for Proposals (RFP) to begin an open, competitive process to select a Federal Legislative Consultant. An RFP selection committee consisting of representatives from the City Manager's Office, the Municipal Counselor's Office, the Finance Department, the Mayor's Office and a member of the Council Legislative Committee met to evaluate the proposals. The committee selected the proposal submitted by Potomac Strategic Development Co., LLC, to recommend to the Council Legislative Committee.

At their meeting on June 25, 2024, the Council Legislative Committee voted to recommend a Professional Services Agreement for Federal Legislative Consulting Services with Potomac Strategic Development Co. to the City Council. The policies of the Council Legislative Committee allow for four annual renewals before another competitive RFP process must be conducted.

The agreement presented for consideration provides for Potomac Strategic Development Co., LLC to provide Federal Legislative Consulting Services to the City retroactively from July 1, 2024 through June 30, 2025.

**Cost:**

\$99,000

**Term:**

Retroactive to July 1, 2024 through June 30, 2025

**Source of Funds:**

General Operations OCITY - Non-Departmental - Federal Legislative Consultant (1001-9800001-52040040)

**Review:**

City Manager's Office

**Recommendation:** Agreement be approved.