



MEMORANDUM

Council Agenda
Item No. IX. BH
1/2/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Renewal of Professional Services Contract with ETC Institute for consulting services to design, administer and evaluate a 2024 Resident Survey, \$36,769.20, retroactive to January 1, 2024 through December 31, 2024.

Background:

A Request for Proposals (RFP) was approved by the City Council on January 18, 2022 (Item No. IX.K.) seeking proposals to provide assistance designing, administering and evaluating a resident's survey. A selection committee, established per the RFP requirements, reviewed proposals received and unanimously selected to award the contract for a resident survey to ETC Institute.

On April 12, 2022, the City Council approved (Item No. IX. BL.) a contract with ETC Institute to conduct a resident's survey. The contract provides for four annual renewals if agreed upon by both parties.

On December 6, 2022, City Council approved the first renewal and Amendment No. 1 to the Consulting Services Agreement with ETC Institute (Item No. IX. AU.).

Under the renewal, ETC Institute will conduct a survey resulting in at least 1,200 completed surveys of about six pages in length. ETC Institute will initially mail out the questionnaire and will follow-up with phone calls. Upon completion of the survey, a thorough analysis of the results will be provided in report form and the findings will be presented to the Mayor and City Council.

Cost:

\$36,769.20

Source of Funds:

General Fund, General Operations, Non-Departmental, Professional Services-Other (001-0001-9800001-52040046)

Review:

Finance Department

Recommendation: Contract be renewed.