



# MEMORANDUM

Council Agenda  
Item No. IX. BS  
8/15/2023

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Professional Services Agreement with Potomac Strategic Development Co., LLC to provide federal legislative consulting services, not to exceed \$90,000, retroactive to July 1, 2023 through June 30, 2024.

**Background:**

In 2019, the Council Legislative Committee voted to direct staff to conduct a competitive Request for Proposals (RFP) process for Federal Legislative Consulting Services. The Council Legislative Committee selected the proposal submitted by Potomac Strategic Development Co., LLC, to recommend to the full City Council.

At their meeting on July 11, 2023, the committee voted to recommend renewal of the contract for FY 2024. The policies of the Council Legislative Committee allow for four annual renewals before another competitive RFP process must be conducted.

The Council Legislative Committee recommends that Potomac Strategic Development Co., LLC continue serve as the City's "Federal Legislative Consultant".

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, 2023 through June 30, 2024.

**Cost:**

\$90,000

**Term:**

Retroactive to July 1, 2023 through June 30, 2024

**Source of Funds:**

General Fund - General Operations - Non-Departmental - Federal Legislative Consultant (001-0001-9800001-52040040)

**Review:**

City Manager's Office

**Recommendation:** Agreement be renewed.