



# MEMORANDUM

Council Agenda  
Item No. IX. D  
4/22/2025

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Amendment No. 1 and Renewal No. 3 of Professional Services Agreement with Gallup, Inc. (R24-C233004), for the provision of an employee engagement survey, \$61,165, April 26, 2025 through April 25, 2026.

### **Background:**

The agreement was originally approved on April 26, 2022 (Item No. IX.O.) for the period ended April 25, 2023. The agreement was renewed on April 11, 2023 (Item No. IX.C.) for the period ended April 25, 2024. The agreement was renewed on April 23, 2024 (Item No. IX.E) for the period ending April 25, 2025. The agreement includes four one-year renewal options. This is the third renewal for the agreement.

This agreement meets the City's policy on renewal of contracts for goods and services. Staff has notified the vendor that the City wishes to renew the agreement under the same terms and conditions, including price, as previously awarded. Gallup submitted an amendment requesting to amend the Scope of Services by decreasing the number of subscriptions from 4,308 to 4,000, which reduces the cost of the Agreement, for this renewal, by \$15,000. Staff reviewed the request and finds it is in line with City Purchasing Policies and Procedures.

Staff is requesting Council renew and approve Amendment No. 1 with Gallup, Inc. (R24-C233004) for the provision of an employee engagement survey, estimated cost \$61,165, April 26, 2025 through April 25, 2026.

### **Professional Services Agreement:**

(R24-C233004)

Gallup, Inc.

Professional Services as proposed and amended.

### **Cost:**

\$61,165

### **Source of Funds**

General Operations-UASN - OCITY - Employee and Labor Relations - Professional Services-  
Other (1001-1600301-52040046)

**Review:**  
Finance Department

**Recommendation:** Amendment and Renewal be approved.