



The City of  
**OKLAHOMA CITY**  
Finance Department

RENEWAL NO.3 AND AMENDMENT NO. 1

February 24, 2025

Gallup, Inc  
1001 Gallup Drive  
Omaha, NE 68102

Dear Vendor:

The City of Oklahoma City requests to renew and amend Contract No. R24-C233004 – Employee Engagement Survey for the term April 26, 2025 through April 25, 2026. The contract period is due to expire on April 25, 2025 and the City of Oklahoma City Finance Department would like to amend the contract scope of services as laid out in the attached document. This amendment will not be effective until after Council approval.

Please indicate your concurrence or non-concurrence by completing the requested information, including signature and return to me. If the individual signing below is not the owner or an officer of the business or corporation, a letter of authorization should also be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

This document will be attached to your contract as an amendment.

If you have any questions, please contact me at (405) 297- 3960 or joann.daniel@okc.gov.

Thank you,

Joann Daniel  
Senior Buyer

Yes, I agree to the contract renewal and amendment per the above mentioned.

No, I do not agree to amend the contract.

Sign Here

x   
Signature of Individual

*Managing Partner*  
Title

Note: If individual signing is not the owner or an officer of the business or corporation a letter of authorization is to be included. For instance, if a Salesman or Manager signs this form, a letter of authorization is to be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

*Scott Brown*  
Printed Name of Individual

*Gallup 1001 Gallup Dr. Omaha NE 68102*  
Company Name and Address (Please Print) Zip Code

(402) 938-6143

Telephone Number and Fax Number

TO BE COMPLETED BY THE NOTARY:

State of \* Nebraska )

County of \* Douglas )  
[\*State and County where notarized must be written in.]

SS.

Signed and sworn to before me this 2<sup>nd</sup> day of April, 2025 by

Scott Brown

[Printed Name of Individual who signed above]

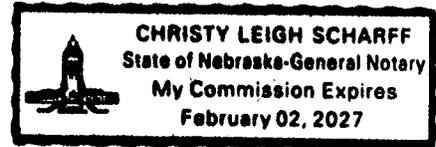
My Commission Number: \_\_\_\_\_ My Commission Expires: February 2, 2027

Christy Leigh Scharff

Notary Public Printed Name

Christy Leigh Scharff

Notary Public Signature



## Amendment No. 1

---

**THIS AMENDMENT** adds to, modifies, or otherwise amends that certain Scope of Services between City of Oklahoma City and Gallup, Inc., dated 5/5/2022 for the project identified as RENEWAL: OKC EE Program - 178780, project number 178780 with regard to the following Services:

1. The following constitutes the Services or deliverables and pricing under this Amendment ("Additional Services"):

<b>Products:</b>	<b>Final Price</b>
• 1 - Employee Engagement Implementation Package	\$25,000.00
• 4,000 - Gallup Access - Workplace Survey - Business Subscription	\$33,165.00
• 10 - Implementation Consulting Hours	\$3,000.00
<b>Sub-total:</b>	<b>\$61,165.00</b>
 <b>TOTAL:</b>	 <b>\$61,165.00</b>

All prices are expressed in USD.

*All pricing is shown exclusive of tax. Any Sales, VAT, GST, JCT or similar tax chargeable in respect to any service or supply made by Gallup and its subsidiaries will be assessed on the invoice and shall be paid by client in addition to amount shown on this quote.*

2. Gallup will bill for the Services as follows:

\$61,165.00 will be invoiced upon receipt of the signed agreement

3. Except as specifically amended by this Amendment all the terms and conditions of the Scope of Services shall remain in full force and effect. This Amendment shall be effective upon complete execution and receipt by Gallup's Contracting Officer. Gallup shall have no obligation to initiate work on the Services, nor shall it be responsible for any project timelines for the Services until this Amendment becomes effective.

# Project Deliverables

---

## Products

### **Employee Engagement Implementation Package**

- This offering provides clients with standard implementation of one employee engagement survey administration. Implementation support from a Gallup expert is provided to execute the administration of the survey including: questionnaire creation, communication planning, standard survey invite and reminder programming with quality checks, respondent list cleaning and verification for accuracy, administration of the survey field period (launch, reminder, closure) with participation monitoring and reporting, configuration of roles for results rollout within the platform, importing translations for non-standard questions. This also includes one manager demo webinar (maximum of 100 managers) and one leadership results briefing for executives.

### **Gallup Access - Workplace Survey - Business Subscription**

- For 4000 employees.

### **Implementation Consulting Hours**

- This is intended for large organizations or clients with complex hierarchies and other customizations. A Gallup expert will provide additional support based on a specific set of scoped activities, determined in advance of the kickoff.

## Additional Clauses

---

### **Gallup Access Subscriptions:**

The Service Fee for the Gallup Access Platform is based on a pre-paid annual subscription and no refunds will be given for cancellations of partial years.

Gallup monitors unique and individual email addresses of employees. As such, there will be a pro-rated charge per employee should the sample size exceed the contracted number of employees for the organization.

### **Consulting Hours:**

Gallup reserves the right to choose the appropriate resources for consulting activities based on the hourly blended rate. If the client requests a resource with a higher bill rate than Gallup recommends, the client will be billed additional fees.

If hours are expected to go beyond the allocation, Gallup will provide estimates of any additional scope required, and upon client approval, additional consulting hours will be added. The parties agree that the purchase of additional hours can be done by email and will not require a formal contract amendment/addendum. Gallup shall confirm acceptance of the request and bill the client for the additional hours requested by the Client Contract person named in the Scope of Services or such other individual that the Client authorizes to bind the company for purchases of additional consulting hours. If the annual client allotment of hours has been exhausted, Gallup reserves the right to stop implementation and advisory services. Additional hours will be invoiced in the month they are requested. Hours increase in price by 5% for each contract year. If the initial allotment of hours runs out, additional blocks of hours will be billed at the following year's rate in increments of no less than 20 hours. Additional consulting hours requested will be billed separately.

### **Publication of Data:**

Research data associated with the consulting services performed by Gallup is not for public dissemination outside of Client's organization including but not limited to press releases and paid advertising. Both Client and Gallup have a

responsibility to ensure that any published research findings are not misleading. Client shall consult with Gallup prior to sharing any research findings with any third party. Any release approved by Gallup shall include sufficient technical information necessary to assess the validity of the published findings which may include the following: the exact question wording, dates of interview, interviewing method, sample size, definition of the survey population, and size of sampling error.

**Respondent Confidentiality:**

Respondent-identifying information, without the express consent of respondents, is not part of the deliverables under this Scope of Services and does not constitute a "work made for hire". Gallup will not provide respondent level data with any demographic data appended to protect the confidentiality of participating respondents. To avoid non-compliance with local privacy laws, Gallup will not provide Client any taped surveys without informing the respondent and obtaining express consent that the recordings will be shared with Client.

Gallup, Inc. on behalf of itself and its affiliates and subsidiaries

BY:   
Name: *Scott Brown*  
Date: *4-2-25*

City of Oklahoma City on behalf of itself and its subsidiaries and/or affiliates

BY: See attached signature page.  
Name:  
Date:

AMENDMENT NO. 1 AND RENEWAL NO. 3

**APPROVED** by the Council and **SIGNED** by the Mayor of The City of Oklahoma City this

22ND day of APRIL, 2025.

ATTEST:

Amy K Simpson  
CITY CLERK



David Holt  
MAYOR

REVIEWED for form and legality.

Jonathan Garcia  
ASSISTANT MUNICIPAL COUNSELOR