



MEMORANDUM

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

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Amendment No. 2 and Renewal No. 2 of Professional Services Agreement with Work Shield, LLC, a Texas liability company, (R24-C233006), human resource investigation services, \$116,640, retroactive to July 1, 2024 through June 30, 2025.

Background:

This agreement was approved by the City Council on July 5, 2022 (Item No. IX.G.) for the period ended June 30, 2023. This agreement included four one-year renewal options. The first renewal was approved on July 5, 2023 (Item No. IX. E.) for the period ended June 30, 2024. This is the second renewal.

The City entered into a professional services contract with a qualified investigation service provider to conduct internal workplace investigations regarding complaints made by City employees alleging violation of the City of Oklahoma City's policies on Equal Employment Opportunity (EEO), general harassment and retaliation. The change in the fee schedule is based on a per employee per month fee. The number of employees has changed from 2,409 to 2,430, an increase of \$2,744.00, making the total charge \$116,640.

Staff requests approval to amend and renew the professional services agreement with Work Shield, LLC, a Texas liability company, (R24-C233006), human resource investigation services, \$116,640, retroactive to July 1, 2024, through June 30, 2025.

Professional Services Agreement:

(R24-C233006)

Work Shield, LLC, a Texas liability company

Professional Services as proposed.

Cost:

\$116,640

Source of Funds

General Operations-UASN>OCITY> Personnel Policies Compliance>Professional Services-Other
(1001-0000-1600302-52040046)

Review:

Finance Department

Recommendation: Amendment and Renewal be approved.