



# MEMORANDUM

Council Agenda  
Item No. X. V  
9/27/2022

## The City of OKLAHOMA CITY

TO: City Council

FROM: Craig Freeman, City Manager

Concurrence with the Oklahoma City Municipal Facilities Authority adopting a Resolution ratifying approval and advertisement of a Request for Proposal RFP23305; and approving a Professional Services Agreement with Point Made Learning, LLC (C233008) for the purchase of an experience-based learning activity that educates working professionals on the Inclusion and Diversity business case, estimated cost \$65,500, September 27, 2022 through September 26, 2024.

### **Purpose:**

To purchase an experience-based learning activity that educates working professionals on the Inclusion and Diversity business case. The City's goal is to provide a unique educational experience that increases cultural competence and promotes relationship building and allyship in the workplace.

### **Background:**

On March 16, 2022 (Item No. IX. J), the City Council approved a Request for Proposals (RFP) for the purchase of an experience-based learning activity that educates working professionals on the Inclusion and Diversity business case (RFP23305). A non-mandatory pre-proposal meeting was held on March 24, 2022 with nine potential proposers and three staff members in attendance. The RFP was advertised in the Journal Record and posted in the electronic bidding system. Forty-one potential proposers viewed the RFP with five proposals received.

The RFP evaluation committee reviewed and evaluated the five proposals and determined the proposal submitted by Point Made Learning, LLC best met the requirements of the RFP. Staff was approved to negotiate a Professional Services Agreement with Point Made Learning, LLC based upon the evaluation committee's recommendation. This contract is for two years with the option to renew for three one-year periods.

The Oklahoma City Municipal Facilities Authority is ratifying the advertisement of the RFP and approving the agreement, allowing staff to enter into a two-year agreement.

Staff is requesting the Oklahoma City Municipal Facilities Authority adopt a Resolution ratifying advertisement of a Request for Proposal RFP23305; and approve a Professional Services Agreement with Point Made Learning, LLC (C233008) for the purchase of an experience-based learning activity that educates working professionals on the Inclusion and Diversity business case, estimated cost \$65,500, September 27, 2022 through September 26, 2024.

**Professional Services Agreement:**

(C233008)

Point Made Learning, LLC

Professional Services as proposed.

**Estimated Cost:**

\$65,500

**Source of Funds**

OCMFA General Purpose – MFA General Purpose-UASN – Non-Departmental MFA – Miscellaneous SRVCS Contracts (680-1500-9802200-52010028)

**Review:**

Finance Department

**Recommendation:** Concurrence with the Oklahoma City Municipal Facilities Authority in adopting the Resolution.