



MEMORANDUM

Council Agenda
Item No. IX. D
4/26/2022

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Ratifying and approving Addendum No. 1 and Professional Services Agreement with Gallup, Inc. (C233004), for the provision of an employee engagement survey, \$65,665, April 26, 2022 through April 25, 2023.

Purpose:

To enter into an agreement with a service provider for the provision of an employee engagement survey for the purpose of measuring employee engagement and experience. Our intention is to gain an in-depth understanding of the existing culture (strengths and opportunities for improvement) and to provide support to leaders in creating action plans which will strengthen the culture, enhance recruitment and employee retention, and improve departmental and organizational performance.

Background:

On November 23, 2021 (Item No. IX.O.), the City Council approved a Request for Proposals (RFP) for the provision of an employee engagement survey (RFP2330). A non-mandatory pre-proposal meeting was held on December 2, 2021 with fourteen potential bidders and four staff members in attendance. On December 21, 2021, Addendum No. 1 was issued to extend the RFP closing date to Wednesday, December 29, 2021 at 4:00 p.m. The RFP was advertised in the Journal Record and posted in the electronic bidding system. Sixty potential proposers viewed the RFP with nine proposals received.

The RFP evaluation committee reviewed and evaluated the nine proposals and determined the proposal submitted by Gallup, Inc. best met the requirements of the RFP. Staff was approved to negotiate a Professional Services Agreement with Gallup, Inc. based upon the evaluation committee's recommendation. The agreement is for one year with two agreed upon renewals to be submitted to Council for approval. If terminated after year one, the City will pay 20% of the remaining contract price for years two and three.

Staff is requesting Council ratify and approve Addendum No. 1 and approve a Professional Services Agreement with Gallup, Inc. (C233004) for the provision of an employee engagement survey, \$65,665, April 26, 2022 through April 25, 2023.

Professional Services Agreement(s):

(C233004)

Gallup, Inc.

Professional Services as proposed.

Year 1 Cost - \$65,665, Year 2 Cost - \$61,165, Year 3 Cost - \$61,165

Cost:

\$65,665

Source of Funds

General Fund – General Operations – Human Resources - Executive Leadership - Professional Services -Other (001-0001-1600101-52040046)

Review:

Finance Department

Recommendation: Addendum be ratified and approved and Agreement be approved.