



# MEMORANDUM

Council Agenda  
Item No. IX. AU  
12/6/2022

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Renewal and Amendment No. 1 to Professional Services Agreement with ETC Institute, to design, administer, and evaluate a 2023 Resident Survey, \$36,769.20, January 1, 2023 through December 31, 2023.

### **Background:**

A Request for Proposals (RFP) was approved by the City Council on January 18, 2022 (Agenda Item IX.K.) seeking proposals to provide assistance designing, administering and evaluating a resident's survey. A selection committee, established per the RFP requirements, reviewed proposals received and unanimously selected to award the contract for a resident survey to ETC Institute.

On April 12, 2022, the City Council awarded (Agenda Item IX. BL.) a contract with ETC Institute to conduct a resident's survey. The contract provides for four annual renewals if agreed upon by both parties.

Under the renewal, ETC Institute will conduct a survey resulting in at least 1,200 completed surveys of about 6 pages in length. ETC Institute will initially mail out the questionnaire and will follow-up with phone calls, texts, and emails. Upon completion of the survey, a thorough analysis of the results will be provided in report form and the findings will be presented to the Mayor and City Council.

An amendment has been submitted for approval because the cost for this year's survey is approximately four percent higher than last year. Based on the strong positive response to the work of ETC Institute, staff is recommending Council approve the renewal and Amendment No. 1.

### **Cost:**

\$36,769.20

### **Source of Funds:**

General Fund, General Operations, Non-Departmental, Professional Services-Other (001-0001-9800001-52040046)

### **Review:**

Finance

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