



MEMORANDUM

Council Agenda
Item No. VII.Z.
4/12/2016

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: James D. Couch, City Manager

Amendment No. 5 to Consulting Services Agreement with ETC Institute, to provide design, administration, and evaluation of a 2016 Citizen Survey, fee of \$30,450.

Background

A Request for Proposals (RFP), approved on December 14, 2010 (Item No. VI. X.) sought proposals from companies to design, administer and evaluate a Citizen Survey. A Selection Committee, established per the RFP requirements, reviewed all proposals received and, based on the selection criteria contained in the RFP, the Selection Committee unanimously recommended ETC Institute.

On March 1, 2011 (Item No. VI. O.), Council awarded a contract to ETC Institute to conduct a Citizen Survey. The survey was conducted in June and the results were presented to Council on August 30, 2011. On February 28, 2012 (Item No. VI.T), Council approved Amendment No. 1 to the contract. The survey was conducted in June and the results were presented to Council on July 17, 2012. On March 12, 2013 (Item No. VI.T.), Council approved Amendment No. 2 to the contract. The survey was conducted in June and the results were presented to Council on July 30, 2013. On February 11, 2014 (Item No. VI.AS.), Council approved Amendment No. 3 to the contract. The survey was conducted in June and the results were presented to Council on August 12, 2014. On March 3, 2015 (Item No. VII.U.), Council approved Amendment No. 4 to the contract. The survey was conducted in June and the results were presented to Council on July 21, 2015.

Based on the strong positive response to the work of ETC, a fifth amendment to the contract has been prepared to conduct a similar citizen survey this year.

ETC Institute will conduct a survey resulting in at least 1,200 completed surveys of about six pages in length. ETC Institute will initially mail out the questionnaire and will follow-up with phone calls. 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.

Cost	\$30,450
Source of Funds	General Fund, General Operations, Non-Departmental, Professional Services-Other (001-0001-9800001-52040046)
Review	Finance Department

Recommendation: Amendment be approved.