

## Item Cover Page

### CITY COUNCIL AGENDA ITEM REPORT

**DATE:** June 14, 2023

**SUBMITTED BY:** Erin Jones, City Administration

**ITEM TYPE:** Miscellaneous

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** Recommendation of Award for RFP 23-009EJ - Organizational and Operational Assessment

**SUGGESTED ACTION:** Authorize award and pursue a contract with Matrix Consulting Group.

**Is this item Quasijudicial?**

No

**Does this item require a public hearing?**

No

**EXPLANATION:**

Request for Proposals (RFP) 23-009EJ Organizational and Operational Assessment was advertised in DemandStar on March 23, 2023. On May 2, 2023, five (5) sealed proposals were received and opened in response to the RFP. On May 18, 2023, a three (3) member Evaluation Committee reviewed and scored the proposals. Prior to scoring the committee opted to invite the two (2) highest scoring proposers back for presentations and interviews on May 31, 2023. After the presentations and questions and answer sessions, the Committee reconvened, and ranked the short-listed proposers. Matrix Consulting Group is recommended for award and permission to negotiate a contract.

**FINANCIAL IMPACT:**

N/A - Financial impact will be included in the proposed contract that will be brought before Council once negotiations are completed.

**ATTORNEY REVIEW/RECOMMENDATION:**

Attorney Rudacille will be sent the contract for review once negotiated.

**SUGGESTED MOTION:**

Motion to authorize the award for RFP 23-009EJ and to pursue a contract with Matrix Consulting Group.

**ATTACHMENTS:**

[Matrix Consulting Group Response to RFP 23-009EJ](#)