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City Council

Approval of Communications Resources NW to Provide Facilitation Services for the City Council 2022 Goal-Setting Retreat

Agenda Date: 9/14/2021
Agenda Item Number: 4.H
File Number: 21-0884

Type: decision **Version:** 1 **Status:** Passed

Title

Approval of Communications Resources NW to Provide Facilitation Services for the City Council 2022 Goal-Setting Retreat

Recommended Action

Committee Recommendation:

The General Government Committee recommends moving to approve Communications Resources NW to provide facilitation services for the 2022 City Council Goal-Setting Retreat.

City Manager Recommendation:

Move to approve Communications Resources NW to provide facilitation services for the 2022 City Council Goal-Setting Retreat.

Report

Issue:

Whether to approve Communications Resources NW to provide facilitation services for the 2022 City Council Goal-Setting Retreat.

Staff Contact:

Susan Grisham, Assistant to the City Manager, 360.753.8224

Presenter(s):

None - Consent Calendar Item.

Background and Analysis:

The City Council expressed the desire to have a Request for Proposal (RFP) process to select a firm to provide facilitation services for their January 2022 City Council goal-setting retreat. At the General Government Committee's March 24, 2021 meeting staff presented a draft RFP and received feedback from the Committee. The finalized RFP was released on July 16, 2021, with responses due by August 2, 2021. The City received eight responses that were evaluated by the City Manager, Assistant City Managers and Assistant to the City Manager. Three were chosen that best met the criteria in the RFP.

The finalists selected to move forward with the interview process were Creative Strategy Solutions, Communications Resources NW, and Falconer. On August 25, 2021, the General Government Committee met with each firm for 30 minutes; beginning with a 5-10-minute presentation outlining their approach and touching upon the “Ideal Candidate” items that were included in the RFP and approximately 20 minutes were used for questions from the Committee.

At the end of the interviews the Committee deliberated and selected Communications Resources NW to move forward with a recommendation for approval to the full City Council.

Neighborhood/Community Interests (if known):

There are no specific community concerns related to the choice of facilitator.

Options:

1. Approve Communications Resources NW to provide facilitation services for the City Council 2022 Goal-Setting Retreat.
2. Do not approve Communications Resources NW to provide facilitation services for the City Council 2022 Goal-Setting Retreat and ask the General Government Committee to make another recommendation.
3. Do not approve Communications Resources NW to provide facilitation services for the City Council 2022 Goal-Setting Retreat and recommend another action.

Financial Impact:

\$15,000 has been budgeted for the contract.

Attachments:

Request for Qualifications

Communications Resources NW Proposal