



## Takoma Park City Council Meeting – November 17, 2021 Agenda Item 4

### **Voting Session**

Second Reading Ordinance Awarding Contract for Organizational Workforce Needs and Risk Assessment and Budget Amendment

### **Recommended Council Action**

Authorize the City Manager to execute a professional services contract for the Organizational Workforce Needs and Risk Assessment. First reading of the ordinance took place on November 10.

### **Context with Key Issues**

In an effort to ensure the City has appropriate structure and staffing in place to be effective in carrying out the City's priorities and services, and to attract, support, and retain a highly-qualified workforce, the City posted a Request for Proposals (RFP) from consulting firms with experience conducting organizational workforce needs and risk assessment studies on September 29, 2021 with an October 27, 2021 deadline for submission. The City received four proposals in response to its RFP.

<b>Firm Name</b>	<b>Proposal Amount</b>
Baker Tilly	\$104,850
Berry Dunn	\$50,586
Matrix	\$78,500
Mercer	\$600,000

Of the four proposals received, based on the criteria in the RFP and the City's needs, and after presentations from each firm, the City Manager and the review panel identified Matrix Consulting Group as the firm believed to be best suited to support efforts in completing an organizational workforce needs and risk assessment study. Matrix spoke to questions raised with deep specificity, providing the panel a great sense of understanding of how they would complete the project. Overall the panel felt that Matrix fully understood the City's needs and requirements, and proposed the best approach.

### **Council Priority**

An Engaged, Responsive & Service-oriented Government

### **Environmental Considerations**

There are no environmental impacts which would occur.

### **Fiscal Considerations**

The FY22 budget of the City of Takoma Park will need to be amended to add \$78,500 to the City Administration expenditure account.

**Racial Equity Considerations**

The City is committed to engaging in self-analyses to reflect on how our organization can better meet the goals and priorities of the City Council in delivering the best level of service to the community at-large. The comprehensive organizational workforce needs and assessment study covering all functions of the organization will raise awareness, provide focused conversations, and lead to a robust equity-minded learning organization. This project will make an emphasis on racially-equitable results through a development of the implementation plan centered on performance measures utilized in assessing the effectiveness and impact of recommendations.

**Attachments**

Draft ordinance. The ordinance was revised since first reading to correct the description of the source of funds for the project.

**Attachments and Links**

- Draft Ordinance

Introduced by: Councilmember Searcy

First Reading: November 10, 2021

Second Reading:

Effective Date:

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE 2021-47**

**AUTHORIZING CONTRACT FOR CONSULTING SERVICES  
FOR WORKFORCE NEEDS STUDY**

WHEREAS, the City requires appropriate structure and staffing in place to be effective in carrying out the City's priorities and services, and to attract, support, and retain a highly-qualified workforce; and

WHEREAS, a request for proposals for an organizational workforce needs and risk assessment study was issued and four proposals were received by the deadline; and

WHEREAS, after evaluation, staff recommended awarding the contract to Matrix Consulting Group for the project based on their understanding and approach to the project, in line with the City's needs and requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or their designee is authorized to enter into an agreement with Matrix Consulting Group for an organizational workforce needs and risk assessment study at the cost of up to \$78,500 for the services from the City Administration contract line.

SECTION 2. The City Manager is authorized to ~~appropriate~~ use \$78,500 to the City Administration Contract of funds from the City of Takoma Park's City Administration account 0001-1120-61040 through use of fund balance.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this \_\_\_\_ day of November, 2021 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: