



Memorandum

Date: 4/14/2026

File No. CM 26-216

Meeting of: Committee of the Whole - Finance, Administration, and Communications

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

| | | |
|---------|----------------|--------------|
| Finance | Kelley Cochran | 425-556-2748 |
|---------|----------------|--------------|

DEPARTMENT STAFF:

| | | |
|---------|-----------------|----------------------------|
| Finance | Haritha Narra | Deputy Finance Director |
| Finance | Adam O’Sullivan | Financial Services Manager |

TITLE:

Approval of Contract for Purchasing Process Improvements

OVERVIEW STATEMENT:

The Finance Department is requesting Council’s approval of the Consultant Agreement(s) to perform the Purchasing Process Improvement Plan.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Purchasing Procedures and Policies
- **Required:**
Council approval is required for contracts that exceed \$50,000
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The City of Redmond’s Finance Department seeks to engage with a consultant to review the City’s purchasing and contracting policies and processes to make recommendations for best practices and ensuring policies are effective and

maximizing value for the City and taxpayers.

The scope of the Purchasing Improvement Plan will include, but is not limited to, the following elements:

- Policy review, comparative analysis, development, and implementation
 - Purchasing policy
 - Travel policy
 - ProCard policy
 - Purchasing procedures and manual
 - Capital Investment Program (CIP) process
 - Business Technology & Investment Programs (BTIP) process
 - Contract management
 - Internal controls and risk assessment
 - Performance measurement framework
- Project Deliverables
 - Comprehensive project report
 - Ready-to-adopt policy language
 - Phased implementation roadmap
 - Training outline

The City solicited proposals from 16 qualified consultants to conduct this comprehensive update. The City was seeking firms that could demonstrate successful experience in providing procurement assessments and modernization strategies for public sector organizations, including evaluation of purchasing, ProCard, and travel programs. The selected firm demonstrated a structured, data-driven approach using Lean Six Sigma, stakeholder engagement, regulatory compliance review, and peer benchmarking, along with a proven ability to deliver practical, implementation-ready recommendations and phased roadmaps. Through this process, **Raftelis Financial Consultants, Inc.**, has been selected as the most qualified consultant.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

\$200,000 budgeted

- \$74,950: Base Amount for Agreement with Raftelis

Approved in current biennial budget:

Yes

No

N/A

Budget Offer Number:

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297 Fiscal Accountability
298 Service Enhancements

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

| Date | Meeting | Requested Action |
|------|--|------------------|
| N/A | Item has not been presented to Council | N/A |

Proposed Upcoming Contact(s)

| Date | Meeting | Requested Action |
|-----------|------------------|------------------|
| 4/21/2026 | Business Meeting | Approve |

Time Constraints:

The majority of this work is anticipated to be completed within 2026, with kickoff targeted for early May and a five-to-six-month project completion timeline. Key findings and recommendations will be delivered in phases throughout the project. Recommended changes to policies, procedures, and systems will be implemented beginning in late 2026 and into 2027.

ANTICIPATED RESULT IF NOT APPROVED:

Council could choose not to approve the agreement. However, without this assessment, the City may miss opportunities to improve procurement efficiency, strengthen internal controls, ensure compliance with regulatory requirements, and align purchasing practices with industry’s best practices. This may result in continued operational inefficiencies and increased risk exposure.

ATTACHMENTS:

Attachment A: Consultant Services Agreement with Raftelis