City of Redmond

Memorandum

Date: 12/7/2021	**File No.** AM No. 21-185
Meeting of: City Council	**Type:** Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher	425-556-2427

DEPARTMENT STAFF:

Executive	Cecilia Martinez-Vasquez	DEI Program Manager

TITLE:

Approval of Contract with Chanin Kelly-Rae Consulting for One Year in the Amount of $99,700

OVERVIEW STATEMENT:

The contract with Chanin Kelly-Rae Consulting is for a 2022 Consultation for the Diversity, Equity, and Inclusion (DEI) community-based initiative.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**   ☐ **Provide Direction**   ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  Community Strategic Plan
- **Required:**
  N/A
- **Council Request:**
  N/A
- **Other Key Facts:**
  The City is committed to the principles of Diversity, Equity, and Inclusion.

OUTCOMES:

Working with Chanin Kelly-Rae consulting will allow the City to move forward on its DEI commitment, which includes an organizational and community review and assessment that will reveal gaps, opportunities, challenges, and areas of improvement, resulting in the creation of a strategic plan and baseline matrix for future evaluation and progress of the Diversity, Equity, and Inclusion community-based initiative.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  Proposed: January 1, 2022 to December 31, 2022
- **Outreach Methods and Results:**
  - Quantitative and qualitative research methods including but not limited to document review, survey administration, data analysis, individual interviews, forums, and focus group interviews.
  - Implicit Bias training sessions for staff.
- **Feedback Summary:**
  Data analysis of all data/insights collected resulting in a recommendation for action.

BUDGET IMPACT:

Total Cost:
$99,700

Approved in current biennial budget: ☒ **Yes**   ☐ **No**   ☐ **N/A**

Budget Offer Number:
0323

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
10/26/2021	Committee of the Whole - Finance, Administration, and Communications	Receive Information

11/23/2021	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

In order for the City to continue working with Chanin Kelly-Rae consulting, and to proceed with a consultation for the Diversity, Equity, and Inclusion community-based initiative, a new contract is needed for January 1, 2022-December 31, 2022.

ANTICIPATED RESULT IF NOT APPROVED:

Significant delay in progression of work and adoption of Diversity, Equity, and Inclusion practices.

ATTACHMENTS:

Attachment A: Proposal for Professional Services
Attachment B: Non-Competitive Procurement Justification
Attachment C: Consulting Services Agreement, Non-Public Work
Attachment D: Payment Schedule