



# City Contract Routing Form

City Contract #: 10631



## Section 1 – Attach Contract Documents

(multiple files can be uploaded)

Is an insurance certificate attached?

Yes

No/Not applicable

Comments: Consultant Agreement

## Section 2 – Fill Out Contract Details

Date: 10/04/2024 Department: Parks and Rec Division: Engagement Mail Stop: 4NPK

Project Administrator Name: Zach Houvener Extension: 2306

Project Manager Name (if different than above): \_\_\_\_\_ Extension: \_\_\_\_\_

Contract Type: Consulting Services If other, please indicate: \_\_\_\_\_

Contract Title: Old Firehouse Teen Center Community Outreach

Contractor/Consultant Business Name: Stepherson & Associates Communications

Contract Description: Consulting for communications and outreach strategy surrounding the Old Firehouse Teen Center.

Project ID #: \_\_\_\_\_ Project Category: \_\_\_\_\_ Budget/Account #: 100.50100.00410.57121

Council Approval Date: \_\_\_\_\_ Agenda Memo #: \_\_\_\_\_ RFP/IFB/RFQ #: \_\_\_\_\_

New Contract

Total Amount: \$50,000

Start Date: 10/04/2024 End Date: 12/31/2024

Renewal Option (Y/N): na If yes, how many? na

Amendment/Renewal/Change Order #: \_\_\_\_\_ Original CC #: \_\_\_\_\_

New Start Date: \_\_\_\_\_ New End Date: \_\_\_\_\_

Current Contract Amount (including all previous amendments/change orders): \_\_\_\_\_

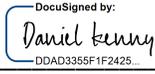
Amount of this Amendment/Change Order (proposed increase/decrease): \_\_\_\_\_

New/Cumulative Contract Amount: \_\_\_\_\_

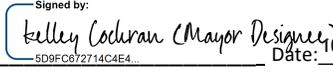
## Section 3 – Route Contract for Signatures and Approvals

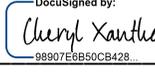
Department Director or Designee:  Signed by: Loren Hamilton Date: 10/4/2024 Comments: \_\_\_\_\_

TIS Director:  Signed by: \_\_\_\_\_ Date: 10/4/2024 Comments: \_\_\_\_\_

City Attorney:  DocuSigned by: Daniel Kenny Date: 10/7/2024 Comments: \_\_\_\_\_

Risk Manager:  Signed by: Kelley Cochran Date: 10/7/2024 Comments: \_\_\_\_\_

Mayor or Designee:  Signed by: Kelley Cochran (Mayor Designee) Date: 10/7/2024 Comments: \_\_\_\_\_

City Clerk's Office:  DocuSigned by: Cheryl Xanthos Date: 10/10/2024 Comments: Electronic Original - in Hummingbird

Purchasing: no signature required – for copy only

## Consulting Services Agreement [Non-Public Work]

<p><b>PROJECT TITLE</b> Old Firehouse Teen Center Community Outreach</p>	<p><b>EXHIBITS</b> <i>(List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.)</i> Exhibit A - Scope of Work, Fee Schedule, and Payment Exhibit B - Non-Competitive Procurement Justification Form</p>
<p><b>CONTRACTOR</b> Stepherson &amp; Associates Communications</p>	<p><b>CITY OF REDMOND PROJECT ADMINISTRATOR</b> <i>(Name, address, phone #)</i>  City of Redmond Zach Houvener 4NPK 15670 NE 85th St Redmond, WA 98073</p>
<p><b>CONTRACTOR'S CONTACT INFORMATION</b> <i>(Name, address, phone #)</i> Stepherson &amp; Associates Communications 2815 2nd Avenue, Suite 555 Seattle, WA 98121</p>	<p><b>BUDGET OR FUNDING SOURCE</b> 100.50100.00410.57121</p>
<p><b>CONTRACT COMPLETION DATE</b> December 2025</p>	<p><b>MAXIMUM AMOUNT PAYABLE</b> \$50,000</p>

**page 2 – Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form**

**THIS AGREEMENT is entered into on October 10, 2024, 20\_\_ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".**

**WHEREAS, the CITY desires to accomplish the above-referenced project; and**

**WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and**

**WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,**

**IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:**

**1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.**

**2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.**

**3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice**

**page 3 – Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form**

**the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.**

**4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.**

**5. Extra Work.**

**A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.**

**B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.**

**C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.**

**D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.**

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City of Redmond, standard form**

**6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.**

**7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.**

**8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:**

**A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and**

**B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.**

**9. Insurance. The CONSULTANT shall provide the following minimum insurance coverages:**

**A. Worker's compensation and employer's liability insurance as required by the State of Washington;**

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City of Redmond, standard form**

**B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.**

**C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of two million dollars (\$2,000,000) or more against claims arising out of work provided for in this agreement.**

**The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.**

**All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.**

**10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.**

**11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.**

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City of Redmond, standard form**

**12. Project Administrator.** The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

**13. Disputes.** Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

**14. Termination.** The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

**15. Non-Discrimination.** The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

**16. Compliance and Governing Law.** The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

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City of Redmond, standard form**

**17. Subcontracting or Assignment.** The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

**18. Non-Waiver.** Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

**19. Litigation.** In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

**20. Taxes.** The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

**21. City Business License.** The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

**22. Entire Agreement.** This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

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City of Redmond, standard form**

**IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the  
day and year first above written.**

**CONSULTANT:**

DocuSigned by:  
Josh Stepherson 10/4/2024  
DD508DBB0316417...  
By: \_\_\_\_\_  
Title: Principal

**CITY OF REDMOND:**

Signed by:  
Kelley Cochran (Mayor Designee) 10/4/2024  
5D0FC672714C4E4...  
Angela Birney, Mayor  
DATED: \_\_\_\_\_

**ATTEST/AUTHENTICATED:**

DocuSigned by:  
Cheryl Xanthos  
08007E6B50CB428...  
City Clerk, City of Redmond

**APPROVED AS TO FORM:**

DocuSigned by:  
Daniel Kenny  
DDAD3355F1F2425...  
Office of the City Attorney

## City of Redmond | Community Engagement - Proposed Scope of Work

<p><b>PROJECT TITLE</b> Old Firehouse Teen Center Community Outreach</p>	
<p><b>DESCRIPTION OF WORK</b> The core functions of this scope of work include outreach strategy, communications plan development, messaging and public engagement surrounding the Old Firehouse Teen Center.</p>	
<p><b>AMOUNT PAYABLE</b> \$50,000.00</p>	<p><b>CONTRACT COMPLETION DATE</b> December 2025</p>

### Task 1: Project management

- **Coordination meetings** with Redmond Parks & Recreation staff to plan the communications and engagement strategy and tactics, and coordinate on implementation.
- **Internal team coordination meetings** to track project deliverables and move work forward.
- **Administrative and management functions** (monthly invoices and progress reports, maintaining the scope of work, schedule, budget, and deliverables).

#### Task 1 deliverables:

- Weekly coordination meetings with Redmond Parks & Recreation.
- Internal team coordination meetings.
- Monthly invoices and progress reports.

### Task 2: Community engagement planning

- **Community engagement plan development** in collaboration with City of Redmond to align engagement approach. Plan to include features such as:
  - Project background
  - Community assessment / insights
  - Stakeholder identification
  - Engagement goals
  - Engagement strategy

- Key messages
- Communication tools and tactics
- Roles and responsibilities
- **Expanded key messages** in collaboration with City of Redmond to guide outreach materials, establish main talking points and create a unified voice among the project team.
- **Web engagement hub planning** in collaboration with City of Redmond to establish a one-stop engagement website. Includes:
  - Engagement hub content outline and design
  - Initial webpage content to provide project background information
- **Materials development** to prepare for initial public outreach. Includes:
  - Project FAQs
  - Standard briefing presentation deck
- **Stakeholder interviews** to build additional community awareness and gather insights prior to plan implementation. Includes:
  - Interview guide with interview logistics, stakeholder identification, and interview questions.
  - Staffing and facilitation of up to three (3) interviews with select community stakeholders online.

## Task 2 deliverables:

- Community engagement plan.
- Expanded key messages.
- Engagement hub outline.
- Initial webpage content.
- Engagement hub design.
- Project FAQs.
- Briefing presentation.
- Stakeholder interview guide.
- Stakeholder interview facilitation.

## Task 3: Implementation

Specific outreach and communication activities will be defined in the communications plan once it is developed and approved by the City of Redmond.

- **Web engagement hub and content development (continued)** in collaboration with City of Redmond to showcase project information and gather feedback throughout the engagement process. Includes:
  - Additional content pages, as needed, including opportunities for feedback gathering and reporting back.
- **Community and stakeholder engagement** to connect with community and gather insights. May include:

- Elected briefings
- Online presentations
- In-person community meetings/events
- Stakeholder briefings
- Teen advisory group meetings
- Stakeholder outreach guides, as needed
- Promotional copy for social media, email, as needed
- Printing coordination for in-person project materials, as needed
- **Community engagement reporting** to capture feedback heard and report on engagement conducted. Includes:
  - Category/activity-related “interim” engagement summaries
  - Comprehensive engagement report

### Task 3 deliverables

- Content for online engagement hub pages.
- Facilitation and/or support for:
  - Elected briefings
  - Online presentations
  - In-person community meetings/events
  - Stakeholder briefings
  - Teen advisory group meetings
- Stakeholder outreach guide(s).
- Promotional copy.
- Printing coordination.
- Interim community engagement summaries.
- Comprehensive community engagement report.

## Assumptions

- Assumes work will take place between September 2024 and July 2025, with contract completion by December 2025.
- Assumes all kickoff and coordination meetings held online on MS Teams unless otherwise coordinated. In-person meetings will be as requested or needed.
- All deliverables (materials, plans) assume a maximum of two drafts (2), and one final (1).
- Travel time and mileage costs for in-person outreach or meetings will be included in monthly invoices and reimbursed by City of Redmond. S&A will coordinate with City of Redmond on what level of in-person support is appropriate and necessary for this project.
- S&A will coordinate with City of Redmond and vendors as needed to print materials, secure venues, and order refreshments for in-person meetings.
  - City of Redmond will cover direct costs, including but not limited to:
    - Printing and mailing services.
    - Venue rental costs.

- Public meeting refreshments.
- Translation and interpretation.
- S&A will submit invoices monthly and will receive payment of invoices from City of Redmond within 30 days of invoice submittal.

## Rates

S&A staff will bill services at the following per-hour rates upon contract execution. Rates will be eligible for updates on Jan. 1, 2025.

Principal	\$275.00
Senior Associate 2	\$230.00
Senior Associate 1	\$215.00
Associate III	\$190.00
Associate II	\$160.00
Associate I	\$135.00
Project Coordinator	\$120.00
Diversity Contract Manager	\$180.00
Project Controls	\$165.00
Project Admin	\$120.00
Senior Graphic Design	\$185.00
Graphic Design	\$140.00

## Direct expenses

Hard costs under S&A contract will be charged a 5% markup on the cost of the expense.

## Cost Estimate

The cost of services outlined in this scope is \$50,000, with potential for amendment as level of effort and plans evolve.

DRAFT

# Non-Competitive Procurement Justification Form

## Instructions:

Use this form to justify your non-competitive procurement. The Purchasing Division requires a written explanation to document why a product or service is only provided by one source and whether efforts were made to find other vendors.

The purpose of this form is to waive competitive bidding, where multiple quotes would normally be required (see Purchasing Policy for specific requirements and approval thresholds).

Examples of when to use this form:

- Purchases that are not competitively bid because they are clearly and legitimately limited to a single source of supply. Considerations:
  - Licensed, copyrighted or patented products or services that only one vendor provides
  - Compatibility requirements
  - Proprietary or custom-built software or information systems that only one vendor provides
  - Products or services where only one vendor meets the required certifications or statutory requirements
- Purchases that are not competitively bid because they involve special facilities or market conditions.

***If competitive bidding is waived, the appropriate signing delegations still need to be followed.***

This form is **not** required for:

- Purchases that are competitively bid (where multiple quotes are obtained)
- Purchases under \$10,000
- Intergovernmental cooperative purchases
- Interlocal purchases

## Please select one of the following:

- This is an un-quotable purchase:
- Sole Source
- This is a quotable purchase but Director or Mayor will waive the use of the competitive process. Please note this option can only be used for the following types of purchases:
- Operating Supplies & Equipment
  - Operating and General Services
  - Professional Services
  - Instructional/Artistic Services

## Please complete the following:

<b>Your Name:</b>	Zach Houvener
<b>Your Department:</b>	Parks & Recreation
<b>Date Requested:</b>	9/27/2024
<b>Requested Product or Service:</b>	Communications Consultant – Strategy, Messaging, etc.
<b>Estimated Cost:</b>	\$50,000
<b>Vendor (Source of Supply):</b>	Stepherson & Associates Communications



# Non-Competitive Procurement Justification Form

<b>Vendor Address:</b>	2815 2 <sup>nd</sup> Avenue, Suite 555   Seattle, WA 98121
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1. Describe the purpose or function of the requested product or service.

Stepherson and Associates Communications (S&A) will be providing Communications and outreach strategy, support, messaging, and public engagement surrounding the Old Firehouse Teen Center, and how the city can engage and start outreach on what teens need, how the city can best serve their interests, and where services are most needed.

2. Explain why the product/service requested is the only product/service that will work and why alternative vendors or distributors are unacceptable. Be specific with regards to any unique features, characteristics, requirements or capabilities.

S&A has a deep understanding of the Parks and Recreation Communications and Community Involvement Plan. Using a trusted provider is critical for the timeline that we have.

3. If the particular product/service was not available or could not be purchased, how would the department proceed with its work?

In-house staff, capacity limitations would not allow this to be done on-time, and without expertise on the specific scope/deliverables.

4. Describe the market research that was conducted. Explain the efforts made to determine whether other qualified vendors or products/services exist.

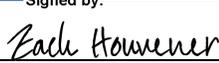


# Non-Competitive Procurement Justification Form

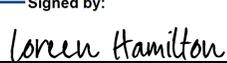
S&A is versed in this type of strategic communication and knows the City of Redmond, particularly the Parks and Recreation department well. They are qualified and we feel offers the best service for our needs.

*I certify to the best of my knowledge that this purchase is compatible with existing goods, equipment or services and there are no reasonable alternatives or substitutes and/or the product/service is clearly and legitimately available from only one source of supply.*

**Step 1.** Sign below OR provide an email approval:

<b>City Representative:</b>	<b>Signature:</b>	Signed by:  <small>6EF223D2B8604D2...</small>	<b>Date:</b> 9/27/2024
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**Step 2.** Select the appropriate box and sign below OR provide an email approval:

<b>Director:</b> Select appropriate box below.	<b>Signature:</b>	Signed by: 	<b>Date:</b> 10/1/2024
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- This is an un-quotable purchase and competitive bidding is waived:
  - Sole Source: Over \$10,000
- This is a quotable purchase but competitive bidding is waived:
  - Operating Supplies & Equipment (annually): \$10,001 - \$200,000
  - Operating Services, Repair & Maintenance, and General Services (annually): \$10,001 - \$50,000
  - Professional Services (annually): \$10,001 - \$50,000
  - Instructional/Artistic Services (annually): \$10,001 - \$75,000

<b>Mayor or Designee:</b> Select appropriate box below.	<b>Signature:</b>		<b>Date:</b>
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- This is a quotable purchase but competitive bidding is waived:
  - Operating Supplies & Equipment (annually): Over \$200,000
  - Operating Services, Repair & Maintenance, and General Services (annually): Over \$50,000
  - Professional Services (annually): Over \$50,000
  - Instructional/Artistic Services (annually): Over \$75,000

**Step 3.** Send the completed form and applicable approval to the Purchasing Division; email is acceptable. Include any back-up documentation.



# Non-Competitive Procurement Justification Form

***Reminder! The purpose of this form is to waive competitive bidding. The appropriate signing levels still need to be followed (see Purchasing Policy for specific requirements and approval thresholds).***

**To be completed by the Purchasing Department:**

<b>Purchasing:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Contract or PO/PA #:</b>		

