



**Mayor's Office of  
Economic Development**

**Date:** Monday, November 25, 2019

**To:** Nancy Roberts, Chair, Tulsa Development Authority  
Tulsa Development Authority Commissioners

**From:** Kian Kamas, Chief of Economic Development, City of Tulsa

**Subject:** Monthly Update RE: Community and Economic Development Strategic Planning

**Current Status**

Proposals for RFP 20-708 were due on November 20<sup>th</sup>. Following a review of submissions, we have confirmed that nine (9) firms submitted qualifying proposals. The firms are largely nationally-based, with several pairing with local partners for support.

The Working Committee, which includes key staff and each Chair of partner Authorities, Board, and Commissions, will now begin the work of reviewing proposals. The Committee is scheduled to meet on December 5<sup>th</sup> to review and discuss proposals, with the goal of down-selecting to a short-list of firms to interview. Committee members will utilize an online form to gather scores for each proposal, and scores will be tabulated to identify the highest-ranking proposals. The criteria used to evaluate the proposals are:

- **Experience - 30 of 100 points**
  - Experience in understanding, managing, and navigating a complex landscape of multiple stakeholders, including separate boards and organizations with extensive history and established interest. (0-10 point value)
  - Experience in extensive and complex legal and financial reviews, and a demonstrated ability to develop clear, actionable strategies from those reviews. (0-10 point value)
  - Experience in developing new systems and organizational structures that are focused upon equitable outcomes or that lead to equity-focused work. (0-10 point value)
- **Methodology - 25 of 100 points**
  - Methods of communication with key stakeholders, to include number of proposed updates to each entity represented in the strategic planning process. (0-8 point value)
  - Proposed public engagement strategy for external stakeholders with an identified interest in the strategic planning process outcome. (0-8 point value)
  - Proposed engagement strategy for communities and residents impacted by community and economic development programs - particularly communities and residents of color and in underserved areas of the city. (0-9 point value)
- **Economic Acumen - 30 of 100 points**
  - Presence of team members on the project team with demonstrated history or experience conducting market or economic analyses, to include analyses of the impact of global economic and market trends on industry sectors and regional economies. (0-10 point value)

- Proven experience conducting market or economic analyses in communities with populations similar in size to, or larger than, Tulsa and the Tulsa Metropolitan Statistical Area (MSA). (0-10 point value)
- Proven experience translating market and economic data and analyses into policy and programmatic recommendations, and organizational strategies. (0-10 point value)
- **Budget and Timeline - 15 of 100 points**
  - Completeness of the respondent's proposed budget, to include hours worked, cost per hour for team members, and cost of travel. Score can also evaluate the city's ability to achieve the project based upon the proposed budget. (0-10 point value)
  - Completeness of the respondent's proposed timeline for completion of the project. (0-5 point value)

At this point, we anticipate staying on schedule and selecting a proposal before the end of the year, which will allow for contract negotiations to begin in January 2020.