



OFFICE OF CITY COUNCIL  
CITY OF CLEVELAND

**BLAINE A. GRIFFIN**  
COUNCIL PRESIDENT

**PATRICIA J. BRITT**  
CITY CLERK, CLERK OF COUNCIL

**September 6, 2022**

**- REQUEST FOR QUALIFICATIONS -**

**PROFESSIONAL SERVICES FOR ASSISTANCE WITH  
COUNCIL OPERATIONS AND STAFF DEVELOPMENT**

**RESPONSE DUE DATE/TIME:**

**Friday, September 30, 2022 /11:59 p.m. (Eastern Standard Time)**

**CLEVELAND CITY COUNCIL** (hereinafter referred to as “Council”), through the City Clerk, Clerk of Council (hereinafter referred to as “Clerk”), requests responses from qualified parties to provide assistance with Council operations and staff development. The Council is the legislative branch of the municipal government of the City of Cleveland. On a daily basis, the Council and Clerk conduct a wide array of research, policy, legislative, document management, archive and publishing activities. Cleveland City Council Members are each elected from a ward, or district, of about 23,000 residents. The Office of Council is comprised of about 60 people, which includes 17 Councilmembers, their Executive Assistants, central Council staff and Consultants. More information about Cleveland City Council can be found at [www.clevelandcitycouncil.org](http://www.clevelandcitycouncil.org).

**DELIVERABLES**

The selected consultant will perform professional services to:

- assist in developing and implementing a strategic plan to guide the operations of the Council office;
- provide management coaching and identifying or developing professional development opportunities for Council staff;
- develop and project-manage quarterly plans for special project for the Office of the Clerk
- assist the Clerk in the planning and implementation of an annual strategy session/retreat for Council staff;
- design, document and coordinate the process to guide the project management function in the Clerk’s office; this includes providing regular technical assistance and training to primary project management staff and making recommendations to the Office of the Clerk regarding ongoing implementation;
- provide project implementation oversight for the launch of the paperless process for Council meetings including user training and integration of the new legislation management system and electronic voting;

- provide regular reporting of activities;
- manage and implement other related projects, as determined by the Clerk.

## **SUBMISSION REQUIREMENTS**

Each submission should include the following:

- Submitter Background, including: name, address, telephone number, e-mail, and contact person; type of organization (e.g., public or private company, non-profit); name and address of parent company, if applicable; name, address and phone number of each principal; experience doing requested services; experience in/with the public sector; description of experience in the municipal government sector; specify other related services/activities; number of prior/current similar projects; personnel: total full-time equivalent (FTE) staff; estimate number of staff and/or subcontractors that might be dedicated to this project.
- Comprehensive and concise description of the submitter’s qualifications.
- List of similar projects by the submitter involving the kind of services outlined in this RFQ.
- At least two (2) references of clients (preferably municipalities) served by the submitter involving the kind of services outlined in this RFQ.
- Cost estimates and/or hourly rates involving the kind of services outlined in this RFQ. These estimates/rates will not be binding should the submitter be asked to submit a detailed scope of work.

Any costs incurred to develop a submission in response to this RFQ are solely the responsibility of the submitter. The Clerk assumes no responsibility and will provide no reimbursement for such costs.

Any submission is a public document and is subject to Ohio public records laws.

**Submissions must be submitted no later than 11:59p.m. (EST) on September 30, 2022, via:**

**Electronic Mail to VStiggers@clevelandcitycouncil.org**; email must include attachments in either Word (.doc/.docx), Excel (.xls/.xlsx), or Adobe (.pdf) file formats; or

**U.S. Mail or Delivery to Va’Kedia Stiggers, Cleveland City Council, City Hall, Room 216, 601**

**Lakeside Avenue, East, Cleveland, OH 44114**; must include a CD/DVD with the electronic version of the proposal in either Word (.doc/.docx), Excel (.xls/.xlsx), or Adobe (.pdf) file formats; may also include printed version of proposal.

## **EVALUATION**

The Clerk will evaluate all qualifications submitted based on the information provided by each submitter and the information in this RFQ. The Clerk may ask one or more of the submitters to submit a detailed scope of work, including a fee proposal. The Clerk reserves the right to award a professional services contract to the submitter deemed by her to be best able to perform the services needed by Council, or not to award a contract if no submitter adequately fits the needs of Council. The Clerk will negotiate a professional services contract with the selected consultant, with a “not to exceed” contract amount for

the provision of services as outlined in this RFQ and the selected consultant's proposed statement of work.

**TERMS**

Terms of service will be one year with two one-year options to renew at the Clerk's discretion.

**INQUIRIES**

Inquiries regarding this RFQ should be submitted to Va'Kedia Stiggers at [VStiggers@clevelandcitycouncil.org](mailto:VStiggers@clevelandcitycouncil.org) .