



TOWN OF FAIRFAX

STAFF REPORT

November 4, 2020

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Approve agreement with OLAS Performance to provide facilitation services for the Racial Equity and Social Justice Committee in an amount not-to-exceed \$40,000.

RECOMMENDATION

Approve agreement with OLAS Performance to provide facilitation services for the Racial Equity and Social Justice Committee in an amount not-to-exceed \$40,000.

DISCUSSION

At the Council's October 7th meeting, Vice Mayor Ackerman and Councilmember Hellman discussed their selection of Lisa Jimenez, with OLAS Performance, (OLAS) as the facilitator for the Racial Equity and Social Justice Committee (RESJ). Staff reported that we would work with Ms. Jimenez, as well as Vice-Mayor Ackerman and Councilmember Hellman, to develop a more refined scope of work and costs. This scope of work, along with a recommended contractual not-to-exceed amount, would be brought to the Council for consideration at the November 4th meeting. The Council also requested that the timeframe for services be further refined and the total contract amount reflect a reduced fee if possible. With regard to Ms. Jimenez's qualifications, we have attached her resume for review.

The proposal from OLAS is still based on time and materials, but the fee has been reduced from \$425/hour to \$350/hour. Based on a total not-to-exceed amount of \$40,000, this equates to approximately 114 total hours. The monthly work is wholly dependent on the services requested by the RESJ. Presumably, more work by Ms. Jimenez would be required in the beginning as the RESJ begins its work. However, based on an average of 20 hours of OLAS services per month, the contract would last for approximately 6 months. While the agreement indicates services of up to 12 months, Ms. Jimenez's stated objective to help the RESJ build its own capacity to conduct its own work in the future without the help of a facilitator. This is very feasible within a six-month period based on our discussions with Ms. Jimenez.

The agreement also includes the time for Ms. Jimenez to prepare and attend the first RESJ meeting. Unfortunately, the RESJ meeting scheduled for October 26th was canceled due to PSPS and will be rescheduled to a yet-to-be-determined date.

FISCAL IMPACT

Upwards of \$40,000

ATTACHMENTS

- A. Agreement with proposal attached
- B. Resume