

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	COUNCIL MEETING DATE: 07/13/26 Special Called Council Meeting
Requesting Agency (Initiator): Mayor Pro-Tem Miller		Sponsor(s): Mayor Pro-Tem Miller
Item Title:	Council To Consider A Consulting Services Proposal With Alliance Group, Inc. To Develop An Request For Proposal And Provide Procurement Lifecycle Support For An Employee Climate Assessment Project.	
Requested Action: Approval to engage Alliance Group to develop a Request for Proposal (RFP) and provide procurement lifecycle support for the City's Employee Climate Assessment initiative.		
Requirement for Mayor & Council Action: Council approval is required to authorize the City to enter into a consulting agreement with Alliance Group for the development of the Employee Climate Assessment RFP and administration of the procurement process through contract award.		
Is this Item Goal Related? Yes. This item supports the Mayor, City Council, and Executive Leadership's commitment to fostering a work environment where employees are positioned for success and can thrive by facilitating the procurement of an Employee Climate Assessment.		
Summary and Background: The City has identified a need to assess employee engagement, satisfaction, and organizational culture through a formal Employee Climate Assessment. To ensure a fair, transparent, and legally compliant vendor selection process, consulting support is needed to develop an RFP and manage the procurement lifecycle through contract award. Alliance Group proposes a three-phase engagement: Phase 1 – RFP Development • Stakeholder discovery and kick-off meetings • Scope of work development • Evaluation criteria design • RFP document preparation • Legal and compliance review coordination Phase 2 – Solicitation & Evaluation • Solicitation management and vendor outreach • Proposal intake and compliance screening • Evaluation committee facilitation • Scoring and shortlisting Phase 3 – Negotiation & Contract Award • Finalist interviews and reference checks • Negotiation support • Award recommendation package preparation • Contract execution and closeout support		

Alliance Group will serve as the City's procurement project manager and advisor while all procurement decisions and award authority remain with the City. The estimated procurement timeline is approximately ten (10) weeks.

Fiscal Impact:

Alliance Group submitted a Firm Fixed Price proposal totaling **\$24,000.00**, consisting of:

- RFP Development (Phase 1): **\$15,000.00**
- Procurement Lifecycle Support (Phases 2–3): **\$9,000.00**

Total Cost: \$24,000.00

Optional services were also proposed but are not included in the recommended action:

- Project Management Oversight: \$10,000.00
- Employee Climate Assessment Development, Delivery, Analysis, and Recommendation Report: \$32,500.00

Exhibits Attached: Alliance Group Proposal to the City of Jonesboro for Consulting Services to Develop a Request for Proposal (RFP) and Provide Procurement Lifecycle Support, dated July 14, 2026.

Contact Information and Recommendation: Mayor Pro-Tem Asjah Miller

Recommendation: Approve the engagement of Alliance Group to develop the Employee Climate Assessment RFP and provide procurement lifecycle support through contract award in the amount of **\$24,000.00**.

FOLLOW-UP APPROVAL ACTION

Typed Name and Title	Date	
Signature		