

FILE NO. 071378

MOTION NO.

1 [Request for Proposals process for Budget Analyst services.]

2 **Motion directing the Clerk of the Board to initiate a Request for Proposals process for**
3 **Budget Analyst services.**

4
5 WHEREAS, Charter Section 2.117 states that the Board of Supervisors shall appoint
6 and may remove a Budget Analyst and such appointment shall be made solely on the basis of
7 qualifications by education, training and experience for the position; and

8 WHEREAS, The Board of Supervisors has engaged with and benefited from the
9 services of Harvey M. Rose when he was appointed as the 1831 Budget Director and Analyst
10 on March 15, 1971, following a competitive recruitment process, until December 29, 1978,
11 except for a two-year period when he served as the Auditor General for the State of California;
12 and

13 WHEREAS, In accordance with Charter Section 8.300-1, the Controller certified on
14 October 10, 1978 that services of a Budget Analyst could be performed under private contract
15 at lower cost to the City and the Board of Supervisors concurred by Resolution 829-78 with
16 said certification on October 10, 1978; and

17 WHEREAS, In 1979, in order to achieve cost savings, the Board of Supervisors
18 entered into a contractual agreement for Budget Analyst services with the Harvey M. Rose
19 Associates, LLC; and

20 WHEREAS, The term of the current contract with the Harvey M. Rose Associates, LLC
21 for Budget Analyst services is from January 1, 2006 to December 31, 2007, with one option
22 remaining to extend the agreement for an additional two-year period that shall be considered
23 in September 2007; and

1 WHEREAS, Section 21.1 of the Administrative Code requires that contracts for
2 services be procured through a competitive selection process; and

3 WHEREAS, The Board of Supervisors wishes to engage in an open and fair process to
4 select its Budget Analyst; now, therefore, be it

5 MOVED, That the Clerk of the Board shall initiate a Request for Proposals process for
6 Budget Analyst services; and, be it

7 FURTHER MOVED, That the Clerk of the Board shall provide for continuity of services
8 given the necessary time needed for a competitive procurement process; and

9 FURTHER MOVED, That the Clerk of the Board shall ensure that the process is fair
10 and open; and, be it

11 FURTHER MOVED, That the minimum qualifications and selection criteria shall consist
12 of education, training and experience for the position; and, be it

13 FURTHER MOVED, That the Clerk of the Board shall ensure that the process complies
14 with City laws and regulations; and, be it

15 FURTHER MOVED, That the Request for Proposals shall be well advertised to
16 encourage responses from local business enterprises; and, be it

17 FURTHER MOVED, That the selection panel shall be free of conflict, bias, and have
18 the experience necessary to understand the research, analysis and advice needs of a
19 legislative body; and, be it

20 FURTHER MOVED, That the Clerk of the Board is authorized and directed to take all
21 actions necessary to implement the Request for Proposals pursuant to these policy directives
22 of the Board and shall, after review of the proposals and recommendations of the selection
23 panel described herein, submit a written recommendation to the Board; and, be it.

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1 FURTHER MOVED, That prior to the issuance of the Request for Proposals, there shall be a
2 hearing of the Budget and Finance Committee regarding other options for the Budget Analyst
3 services such as a Civil Service Budget Analyst Office.

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