

1 [Request for Proposals - Budget and Legislative Analysts Services]

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

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

9 WHEREAS, Section 21.1 of the Administrative Code requires that contracts for  
10 services be procured through a competitive selection process unless the Board of Supervisors  
11 requests a sole source contract; and

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

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

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

18 FURTHER MOVED, That the minimum qualifications and selection criteria shall consist  
19 of education, training and experience for the position pursuant to the Charter; and, be it

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

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

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

4           FURTHER MOVED, That the Clerk of the Board is authorized and directed to take all  
5 actions necessary to implement the Request for Proposals pursuant to these policy directives  
6 of the Board and shall, after review of the proposals and recommendations of the selection  
7 panel described herein, submit a written recommendation to the Board.

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