

File No. 160606

Committee Item No. 18

Board Item No. 29

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance

Date June 16, 2016

Board of Supervisors Meeting

Date 7/19/16

Cmte Board

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young Date June 10, 2016

Completed by: L.W. Date 7/6/16

1 [Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services -
2 \$2,174,806 - FY2016-2017]

3 **Motion enacting a 2.25% cost of living adjustment (COLA) to the base FY2016-2017**
4 **contract amount of \$2,126,950 for Budget and Legislative Analyst Services, to be**
5 **effectuated as of July 1, 2016, resulting in a new FY2016-2017 contract amount of**
6 **\$2,174,806, an increase of \$47,856; and directing the Clerk of the Board to take all**
7 **necessary administrative action to amend the contract accordingly.**

8
9 WHEREAS, A Request for Proposal ("RFP") was issued on May 24, 2013, and the City
10 selected Harvey M. Rose Associates, LLC, Debra A. Newman, Louie & Wong, LLP, A Joint
11 Venture, as the highest qualified scorer pursuant to the RFP; and

12 WHEREAS, The term of the contract is from January 1, 2014, to December 31, 2017,
13 with two options to renew the contract, each for an additional two-year term; and

14 WHEREAS, On September 16, 2014, the Board of Supervisors passed Motion
15 No. M14-154 enacting a 3.00% cost of living adjustment (COLA) to the contract for Budget
16 and Legislative Analyst services, which was effectuated in October 2014, resulting in a 2.25%
17 increase to the contract in FY2014-2015 to be annualized to the full 3.00% in FY2015-2016;
18 and

19 WHEREAS, The contract for Budget and Legislative Analyst services allows the
20 contractor to request a COLA to their billing rates at least 60 days in advance of each January
21 1 anniversary date of the contract; and

22 WHEREAS, On November 5, 2014, the Budget and Legislative Analyst Joint Venture
23 Partnership submitted a request for a 3.25% COLA to their contract, to be effectuated no
24 earlier than October 1, 2015, which was 57 days in advance of the January 1 anniversary date
25 of the contract; and

1 WHEREAS, On February 11, 2015, the Budget and Finance Committee directed the
2 Clerk of the Board to include the initial and annualized cost of the 3.25% COLA to the contract
3 for Budget and Legislative Analyst services in the Department's proposed FYs 2015-2016 and
4 2016-2017 budget as part of the budget guideline hearing required pursuant to Rule
5 Number 6.8 of the Board of Supervisors Rules of Order; and

6 WHEREAS, The compensation provision of the contract establishes a not-to-exceed
7 amount of \$2,060,000 per Fiscal Year beginning in FY2015-2016 unless the Board of
8 Supervisors adopts a motion enacting a COLA; and

9 WHEREAS, On July 21, 2015, the Board of Supervisors passed Motion No. M15-116
10 enacting a 3.25% cost of living adjustment (COLA) to the contract for Budget and Legislative
11 Analyst services, which was effectuated in October 2015, resulting in a 2.44% increase to the
12 contract in FY2015-2016 to be annualized to the full 3.25% in FY2016-2017; and

13 WHEREAS, On November 17, 2015, the Budget and Legislative Analyst Joint Venture
14 Partnership submitted a request for a 2.25% COLA to their contract, to be effectuated as of
15 July 1, 2016, which was 45 days in advance of the January 1 anniversary date of the contract;
16 and

17 WHEREAS, The compensation provision of the contract establishes a not-to-exceed
18 amount of \$2,126,950 per Fiscal year beginning in FY2016-2017 unless the Board of
19 Supervisors adopts a motion enacting a COLA; now, therefore, be it

20 MOVED, That the Board of Supervisors enact a 2.25% COLA to the FY2016-2017
21 base contract of \$2,126,950 for budget and legislative analyst services, to be effective on July
22 1, 2016, resulting in a new base contract in FY2016-2017 of not to exceed \$2,174,806, an
23 increase of \$47,856; and directs the Clerk of the Board to take all necessary administrative
24 action to amend the contract accordingly.

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
Time stamp
of meeting date
2016 MAY 24
BY RC

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee: RC
An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee:
- 4. Request for letter beginning "Supervisor inquires"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Clerk of the Board

Subject:

Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services - FY 2016-2017

The text is listed below or attached:

Motion to enact a 2.25% cost of living adjustment (COLA) to the base FY 2016-17 contract amount of \$2,126,950 for Budget and Legislative Analyst Services, to be effectuated as of July 1, 2016, resulting in a new FY 2016-17 contract amount of \$2,174,806, an increase of \$47,856; and directing the Clerk of the Board to take all necessary administrative action to amend the contract accordingly.

Signature of Sponsoring Supervisor: A. S. Cadwell

For Clerk's Use Only: