

File No. 130719

Committee Item No. 15
Board Item No. 34

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee Date: 07/17/2013

Board of Supervisors Meeting Date: July 23, 2013

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <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 checked="" type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input checked="" 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)

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: Victor Young Date: July 12, 2013
Completed by: Victor Young Date: 7/18/13

38

1 [Professional Services Agreement - Budget and Legislative Analyst Services]

2

3 **Motion authorizing the Clerk of the Board of Supervisors to commence negotiations**
4 **and enter into a Professional Services Agreement for Budget and Legislative Analyst**
5 **Services with ~~Management Partners~~ or Harvey M. Rose Associates, LLC, Debra A.**
6 **~~2105 22 114~~ Newman, Louie & Wong, LLP, a Joint Venture and approving said agreement, pursuant**
7 **to Charter Section 2.117.**

8

9 WHEREAS, The Request for Proposal (RFP)# BOS-01-425 for Budget and Legislative
10 Analyst Services was issued on May 24, 2013; and

11 WHEREAS, The Clerk of the Board of Supervisors presented the outcome of the
12 competitive process for Budget and Legislative Analyst Services per RFP # BOS-01-425 to
13 the Budget and Finance Committee on July 17, 2013, in which ~~Management Partners~~ or
14 Harvey M. Rose Associates, LLC, Debra A. Newman, Louie & Wong, LLP, a Joint Venture
15 received the highest number of points; now therefore, be it

16 MOVED, That the Board of Supervisors authorizes and directs the Clerk of the Board
17 of Supervisors to commence negotiations with ~~Management Partners~~ or Harvey M. Rose
18 Associates, LLC, Debra A. Newman, Louie & Wong, LLP, a Joint Venture for Budget and
19 Legislative Analyst Services per RFP # BOS-01-425, and, if those negotiations do not
20 produce an agreement, to commence negotiations with the next-highest bidder under the
21 RFP; now therefore, be it

22 FURTHER MOVED, That the Board of Supervisors authorizes and directs the Clerk of
23 the Board of Supervisors to enter into a Professional Services Agreement for Budget and
24 Legislative Analyst Services with ~~Management Partners~~ or Harvey M. Rose Associates, LLC,

25

1 Debra A. Newman, Louie & Wong, LLP, a Joint Venture and approve said agreement,
2 pursuant to Charter Section 2.117.

3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
 (S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>
Name of contractor: Budget and Legislative Analyst Joint Venture Partnership, consisting of Harvey M. Rose Associates, LLC, Debra A. Newman, and Louie & Wong LLP. Subcontractors consist of Rodriguez, Perez, Delgado & Co. LLP and Hampton Smith.

Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.

- Harvey M. Rose Associates LLC principals are Severin Campbell, Fred Brousseau, and Roger Mialocq. Debra Newman is sole owner of Debra A. Newman. Louie & Wong LLP principals are Arthur Louie and Aileen Wong.
- Mr. Louie of Louie & Wong is a board member of the United Way of the Bay Area, Asian American Donor Program, and Vision New America.
- Subcontractors are (a) Rodriguez, Perez, Delgado & Co., LLP, and (b) Hampton Smith.

Contractor address: 1390 Market Street, Suite 1150, San Francisco CA 94102
--

Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$ To be negotiated.
---	---

Describe the nature of the contract that was approved: Budget and Legislative Analyst services

Comments:

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

Board of Supervisors'
Budget and Legislative Analysis
Request For Proposals Overview

RFP Timeline

Event	Dates
RFP Issued	May 24, 2013
Pre-proposal Conference	June 3, 2013
Deadline for Submission of Written Questions	June 7, 2013
Deadline for Submission of Proposals	June 18, 2013
Oral Presentations and Interviews	July 12, 2013
Recommendations Report to Budget & Finance	July 17, 2013
Recommendations to Board	July, 23, 2013
Notification to Preferred Contractor	August 8, 2013
Appeal Process- five business days	August 9 - 15, 2013
Current Contract Expires	December 31, 2013
Proposed Contract Begins	January 1, 2014

RFP Process

Office of the Clerk of the Board oversees the RFP Process with participation from

- Office of Contracts Administration
- Contract Monitoring Division
- City Attorney's Office

Expert panel scores written and verbal presentations by proposers

- Panelists with expertise in budget analysis, legislative analysis, and auditing from
 - CA Legislative Analyst Office
 - Hood & Strong LLP
 - City of San Diego
 - Contra Costa County

RFP Scope of Work

Detailed review of the Annual Appropriation and Salary Ordinances

Evaluation of legislation pending before Board Committees and the Board

Policy analysis and evaluation of options for legislative initiatives

Performance management audits of City departments and programs

General research, analysis, and policy evaluations and options

RFP Fee Proposal

Anticipate awarding initial four-year contract

- First option to renew for an additional two years
- Second option to renew for another two years

Anticipate \$2M per year

- Potential total of \$16M over eight years

RFP Scoring

Written and verbal phases scored separately

- Written Criteria: Analytic Approach, Experience, Communication, Breadth, Management
- Verbal Criteria: Understanding the Issues, Communication, Team Cohesion, Responsiveness, Public Communication

Each panelist scored independently

Contract Monitoring Division points added to final panel score

Panel Recommendation

Based on total scores, the independent panel recommends the following vendor to enter into contract negotiations

- Harvey M. Rose Associates, LLC

Second place vendor recommended if contract negotiations fail with first recommended vendor

- Management Partners

Questions