

File No. 180488

Committee Item No. 7

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 13, 2018

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input 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 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)

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

Completed by: Linda Wong Date _____
Completed by: Linda Wong Date _____

1 [Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services -
2 \$2,290,451 - FY2018-2019]

3 **Motion enacting a 3% cost of living adjustment (COLA) to the base FY2017-2018**
4 **contract amount of \$2,223,739 for Budget and Legislative Analyst Services, to be**
5 **effectuated as of July 1, 2018, resulting in a new FY2018-2019 contract amount of**
6 **\$2,290,451, an increase of \$66,712; 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, 2019,
13 with a final option to renew the contract for an additional two-year term; and

14 WHEREAS, The contract for Budget and Legislative Analyst Services allows the
15 contractor to request a COLA to their billing rates at least 60 days in advance of each January
16 1 anniversary date of the contract; and

17 WHEREAS, The Budget Analyst Joint Venture submitted a request for a 3% COLA to
18 their contract, to be effectuated as of July 1, 2018; and

19 WHEREAS, The compensation provision of the contract establishes a not to exceed
20 amount of \$2,223,739 per fiscal year beginning in FY2017-18 unless the Board of Supervisors
21 adopts a Motion enacting a COLA; now, therefore, be it

22 **MOVED, That the Board of Supervisors enact a 3% COLA to the FY2017-18 base**
23 **contract of \$2,223,739 for Budget and Legislative Analyst Services, to be effective on July 1,**
24 **2018, resulting in a new base contract in FY2018-19 of not to exceed \$2,290,451, an increase**
25

1 of \$66,712; and directs the Clerk of the Board to take all necessary administrative action to
2 amend the contract accordingly.

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

Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp
or meeting date

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

- 1. For reference to Committee. (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 [] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. 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 the Imperative Form.

Sponsor(s):

Clerk of the Board/Board of Supervisors

Subject:

Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services - FY 2018-19 and ~~FY 2019-20~~

The text is listed:

Motion to consider enacting a 3% cost of living adjustment (COLA) to the current \$2,223,739 contract for Budget and Legislative Analyst Services, to be effectuated no earlier than July 1, 2018, resulting in a \$66,712 increase to the contract in FY 2018-19 and FY 2019-20 and directing the Clerk of the Board to take all necessary administrative action to amend the contract accordingly.

Signature of Sponsor:

[Handwritten Signature]

For Clerk's Use Only