

File No. 201305

Committee Item No. 16

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date December 9, 2020

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong

Date December 4, 2020

Completed by: Linda Wong

Date \_\_\_\_\_

1 [Request for Proposal - Budget and Legislative Analyst Services]

2

3 **Motion directing the Clerk of the Board to initiate a Request for Proposal process for**  
4 **Budget and Legislative Analyst services; and further directing the Clerk of the Board to**  
5 **explore available office space in City Hall with the City’s Real Estate Division for onsite**  
6 **satellite space for the new Budget and Legislative Analyst contractor.**

7

8 WHEREAS, The current contract for the Budget and Legislative Analyst services,  
9 competitively bid in 2013 and effective since January 1, 2014, will expire on December 31,  
10 2021, with no remaining option to renew or extend; and

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

14 WHEREAS, In accordance with Charter, Section 10.104.15, the Controller certified on  
15 July 31, 2020, that services of a Budget Analyst could be performed under private contract at  
16 lower cost to the City and the Board of Supervisors concurred by Resolution No. 417-20 with  
17 said certification on October 2, 2020; and

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

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

23 MOVED, That the Clerk of the Board shall initiate a Request for Proposal process for  
24 Budget and Legislative Analyst services; and, be it

25

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

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

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

7 FURTHER MOVED, That the Request for Proposal shall be well advertised to  
8 encourage responses from local business enterprises; and, be it

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

12 FURTHER MOVED, Further directing the Clerk of the Board to explore available office  
13 space in City Hall with the City's Real Estate Division for onsite satellite office space for the  
14 new Budget and Legislative Analyst contractor to conduct meetings and necessary official City  
15 business with the Members of the Board; and, be it

16 FURTHER MOVED, That the Clerk of the Board is authorized and directed to take all  
17 actions necessary to implement the Request for Proposal pursuant to these policy directives  
18 of the Board and shall, after review of the proposals and recommendations of the selection  
19 panel described herein, submit a written recommendation to the Board.

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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. Topic 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):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only

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Time stamp  
or meeting date

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- 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:

Request for Proposal - Budget and Legislative Analyst Services

The text is listed:

Motion directing the Clerk of the Board to initiate a Request-for-Proposal process for Budget and Legislative Analyst Services

Signature of Sponsor:

For Clerk's Use Only

President, District 7  
BOARD of SUPERVISORS



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Tel. No. 554-6516  
Fax No. 554-7674  
TDD/TTY No. 544-6546

Norman Yee

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**PRESIDENTIAL ACTION**

Date: 11/24/2020

To: Angela Calvillo, Clerk of the Board of Supervisors

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Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. \_\_\_\_\_

\_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

Transferring (Board Rule No 3.3)

File No. \_\_\_\_\_

201305

Department \_\_\_\_\_

\_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

Request for Proposal - Budget and Legislative Analyst Services for the Board of Supervisors

From: Board/Adoption Without Reference to \_\_\_\_\_

Committee

To: Budget & Finance \_\_\_\_\_

Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor: \_\_\_\_\_

Replacing Supervisor: \_\_\_\_\_

For: \_\_\_\_\_

(Date)

\_\_\_\_\_  
(Committee)

Meeting

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Temporary Assignment:  Partial  Full Meeting

/s/ \_\_\_\_\_

Norman Yee, President  
Board of Supervisors