

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

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3 **Motion directing the Clerk of the Board to initiate a Request for Proposal 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
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10 WHEREAS, In accordance with Charter, Section 10.104.15, the Controller certified on
11 July 31, 2020, that services of a Budget Analyst could be performed under private contract at
12 lower cost to the City and the Board of Supervisors concurred by Resolution No. 417-20 with
13 said certification on October 2, 2020; and

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

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

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

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

23 FURTHER MOVED, That the minimum qualifications and selection criteria shall consist
24 of education, training and experience for the position pursuant to the Charter; and, be it
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1 FURTHER MOVED, That the Clerk of the Board shall ensure that the process complies
2 with City laws and regulations; and, be it

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

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

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

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