

File No. 230744

Committee Item No. 2

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date July 12, 2023

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)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Brent Jalipa Date July 6, 2023

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services -  
2 FY2023-2024 - \$3,121,318]

3 **Motion enacting a 4.75% cost of living adjustment (COLA) to the base Fiscal Year (FY)**  
4 **2022-2023 contract amount of \$2,979,318 for Budget and Legislative Analyst Services,**  
5 **to be effectuated as of July 1, 2023, resulting in a new FY 2023-2024 contract amount of**  
6 **\$3,121,318 an increase of \$142,000; 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 April 14, 2021, and the City  
10 selected Harvey M. Rose Associates, LLC as the highest qualified scorer pursuant to the  
11 RFP; and

12 WHEREAS, The term of the contract is from January 1, 2022, through December 31,  
13 2025, with one option to renew the contract for an additional period of six years; and

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

17 WHEREAS, The Budget Analyst Joint Venture submitted a request for a 4.75% COLA  
18 to their contract, to be effectuated as of July 1, 2023; and

19 WHEREAS, The compensation provision of the contract establishes a not to exceed  
20 amount of \$2,979,318 per fiscal year beginning in FY 2022-23 unless the Board of  
21 Supervisors adopts a Motion enacting a COLA; now, therefore, be it

22 MOVED, That the Board of Supervisors enact a 4.75% COLA to the FY 2022-23 base  
23 contract of \$2,979,318 for Budget and Legislative Analyst Services, to be effective on July 1,  
24 2023, resulting in a new base contract in FY 2023-24 of not to exceed \$3,121,318 an increase  
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1 of \$142,000; and directs the Clerk of the Board to take all necessary administrative action to  
2 amend the contract accordingly.

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## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 230744

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Edward de Asis	415-554-7704
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
BOS Board of Supervisors	edward.deasis@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Harvey M. Rose Associates LLC	<b>TELEPHONE NUMBER</b> (415) 553-4629
<b>STREET ADDRESS (including City, State and Zip Code)</b> 1390 Market Street, Suite 1150 San Francisco, CA 94102	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 230744
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$12,600,000		
<b>NATURE OF THE CONTRACT (Please describe)</b> Budget and legislative analyst services to the Board of supervisors		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Rose	Harvey	Other Principal Officer
2	Campbell	Severin	Other Principal Officer
3	Brousseau	Fred	Other Principal Officer
4	Goncher	Dan	Other Principal Officer
5	Rodriguez, Perez, Delgado		Subcontractor
6	Theresa Feeley Consulting		Subcontractor
7	Beitel	Karl	Subcontractor
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List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>   <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
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# 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 [redacted] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [redacted] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. [redacted]
- 9. Reactivate File No. [redacted]
- 10. Topic submitted for Mayoral Appearance before the BOS on [redacted]

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

Subject:

Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services - FY 2023-24

The text is listed:

Motion enacting a 4.75% cost of living adjustment (COLA) to the base FY 2022-2023 contract amount of \$2,979,318 for Budget and Legislative Analyst Services, to be effectuated as of July 1, 2023, resulting in a new FY 2023-2024 contract amount of \$3,121,318, an increase of \$142,000; and directing the Clerk of the Board to take all necessary administrative action to amend the contract accordingly.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only