

File No. 121182

Committee Item No. \_\_\_\_\_

Board Item No. 61

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee \_\_\_\_\_

Date \_\_\_\_\_

Board of Supervisors Meeting

Date December 11, 2012

#### Cmte Board

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input 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 type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <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"/>            | 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"/>	_____

Completed by: Joy Lamug

Date December 6, 2012

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 20 pages. The complete document is in the file.

1 [Request for Proposals - Budget and Legislative Analysts Services]  
2

3 **Motion directing the Clerk of the Board to initiate a Request for Proposals process for**  
4 **Budget and Legislative Analyst services.**  
5

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

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

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

14 MOVED, That the Clerk of the Board shall initiate a Request for Proposals process for  
15 Budget and Legislative Analyst services; and, be it

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

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

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

22 FURTHER MOVED, That the Request for Proposals shall be well advertised to  
23 encourage responses from local business enterprises; and, be it  
24  
25

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

4 FURTHER MOVED, That the Clerk of the Board is authorized and directed to take all  
5 actions necessary to implement the Request for Proposals pursuant to these policy directives  
6 of the Board and shall, after review of the proposals and recommendations of the selection  
7 panel described herein, submit a written recommendation to the Board.

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Print Form

# Introduction Form

By a Member of the Board of Supervisors or the 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 \_\_\_\_\_ inquires"
- 5. City Attorney request.
- 6. Call File No. \_\_\_\_\_ from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. \_\_\_\_\_
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. 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 a different form.**

**Sponsor(s):**

Clerk of the Board

**Subject:**

Request for Proposals - Budget and Legislative Analysts Services

**The text is listed below or attached:**

Motion directing the Clerk of the Board to initiate a Request for Proposals process for Budget and Legislative Analyst services.

Signature of Sponsoring Supervisor: \_\_\_\_\_

For Clerk's Use Only:

121182

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