

File No. 160606

Committee Item No. 18

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance

Date June 16, 2016

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"/>	_____
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Completed by: Victor Young Date June 10, 2016

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

1 [Cost of Living Adjustment to the Contract for Budget and Legislative Analyst Services -  
2 \$2,174,806 - FY2016-2017]

3 **Motion enacting a 2.25% cost of living adjustment (COLA) to the base FY2016-2017**  
4 **contract amount of \$2,126,950 for Budget and Legislative Analyst Services, to be**  
5 **effectuated as of July 1, 2016, resulting in a new FY2016-2017 contract amount of**  
6 **\$2,174,806, an increase of \$47,856; 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, 2017,  
13 with two options to renew the contract, each for an additional two-year term; and

14 WHEREAS, On September 16, 2014, the Board of Supervisors passed Motion  
15 No. M14-154 enacting a 3.00% cost of living adjustment (COLA) to the contract for Budget  
16 and Legislative Analyst services, which was effectuated in October 2014, resulting in a 2.25%  
17 increase to the contract in FY2014-2015 to be annualized to the full 3.00% in FY2015-2016;  
18 and

19 WHEREAS, The contract for Budget and Legislative Analyst services allows the  
20 contractor to request a COLA to their billing rates at least 60 days in advance of each January  
21 1 anniversary date of the contract; and

22 WHEREAS, On November 5, 2014, the Budget and Legislative Analyst Joint Venture  
23 Partnership submitted a request for a 3.25% COLA to their contract, to be effectuated no  
24 earlier than October 1, 2015, which was 57 days in advance of the January 1 anniversary date  
25 of the contract; and

1           WHEREAS, On February 11, 2015, the Budget and Finance Committee directed the  
2 Clerk of the Board to include the initial and annualized cost of the 3.25% COLA to the contract  
3 for Budget and Legislative Analyst services in the Department's proposed FYs 2015-2016 and  
4 2016-2017 budget as part of the budget guideline hearing required pursuant to Rule  
5 Number 6.8 of the Board of Supervisors Rules of Order; and

6           WHEREAS, The compensation provision of the contract establishes a not-to-exceed  
7 amount of \$2,060,000 per Fiscal Year beginning in FY2015-2016 unless the Board of  
8 Supervisors adopts a motion enacting a COLA; and

9           WHEREAS, On July 21, 2015, the Board of Supervisors passed Motion No. M15-116  
10 enacting a 3.25% cost of living adjustment (COLA) to the contract for Budget and Legislative  
11 Analyst services, which was effectuated in October 2015, resulting in a 2.44% increase to the  
12 contract in FY2015-2016 to be annualized to the full 3.25% in FY2016-2017; and

13           WHEREAS, On November 17, 2015, the Budget and Legislative Analyst Joint Venture  
14 Partnership submitted a request for a 2.25% COLA to their contract, to be effectuated as of  
15 July 1, 2016, which was 45 days in advance of the January 1 anniversary date of the contract;  
16 and

17           WHEREAS, The compensation provision of the contract establishes a not-to-exceed  
18 amount of \$2,126,950 per Fiscal year beginning in FY2016-2017 unless the Board of  
19 Supervisors adopts a motion enacting a COLA; now, therefore, be it

20           MOVED, That the Board of Supervisors enact a 2.25% COLA to the FY2016-2017  
21 base contract of \$2,126,950 for budget and legislative analyst services, to be effective on July  
22 1, 2016, resulting in a new base contract in FY2016-2017 of not to exceed \$2,174,806, an  
23 increase of \$47,856; and directs the Clerk of the Board to take all necessary administrative  
24 action to amend the contract accordingly.  
25

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
Time stamp  
or meeting date  
2016 MAY 24 AM 8:10

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):**

**Subject:**

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

Motion to enact a 2.25% cost of living adjustment (COLA) to the base FY 2016-17 contract amount of \$2,126,950 for Budget and Legislative Analyst Services, to be effectuated as of July 1, 2016, resulting in a new FY 2016-17 contract amount of \$2,174,806, an increase of \$47,856; and directing the Clerk of the Board to take all necessary administrative action to amend the contract accordingly.

Signature of Sponsoring Supervisor: Agnes Carrillo

For Clerk's Use Only: