

File No. 200130

Committee Item No. 1

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: March 4, 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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Prepared by: John Carroll

Date: February 28, 2020

Prepared by: John Carroll

Date: \_\_\_\_\_

1 [Request for Proposals - Special Investigation Services]

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3 **Motion directing the Clerk of the Board to initiate a Request for Proposals process for**  
4 **Special Investigation services.**

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

9 WHEREAS, The Board of Supervisors wishes to engage in an open and fair process to  
10 select a Special Investigator; now, therefore, be it

11 MOVED, That the Clerk of the Board shall initiate a Request for Proposals process for  
12 Special Investigation services; and, be it

13 FURTHER MOVED, That the minimum qualifications and selection criteria shall consist  
14 of training and experience pursuant to a special investigation related to government  
15 corruption; and, be it

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

18 FURTHER MOVED, That the Request for Proposals shall be well advertised to  
19 encourage responses from local business enterprises; and, be it

20 FURTHER MOVED, That the selection panel shall be free of conflict, bias, and have  
21 the experience necessary to understand the investigative, analysis, and advice needs of a  
22 legislative body; and, be it

23 FURTHER MOVED, That the Clerk of the Board is authorized and directed to take all  
24 actions necessary to implement the Request for Proposals pursuant to these policy directives  
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1 of the Board and shall, after review of the proposals and recommendations of the selection  
2 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 Mayor

board of supervisors  
2020 FEB -4 4:03  
received by [signature]  
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):

Haney; Mar, Ronen, Preston

Subject:

Request for Proposals - Special Investigation Services

The text is listed:

Motion directing the Clerk of the Board to initiate a Request for Proposals process for Special Investigation services.

Signature of Sponsoring Supervisor: [ ]

[Handwritten signature]

For Clerk's Use Only