

1 [Request for Proposal - Budget and Legislative Analyst Services]

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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; and further directing the Clerk of the Board to**
5 **explore available office space in City Hall with the City’s Real Estate Division for onsite**
6 **satellite space for the new Budget and Legislative Analyst contractor.**

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8 WHEREAS, The current contract for the Budget and Legislative Analyst services,
9 competitively bid in 2013 and effective since January 1, 2014, will expire on December 31,
10 2021, with no remaining option to renew or extend; and

11 WHEREAS, Charter, Section 2.117 states that the Board of Supervisors shall appoint
12 and may remove a Budget Analyst and such appointment shall be made solely on the basis of
13 qualifications by education, training and experience for the position; and

14 WHEREAS, In accordance with Charter, Section 10.104.15, the Controller certified on
15 July 31, 2020, that services of a Budget Analyst could be performed under private contract at
16 lower cost to the City and the Board of Supervisors concurred by Resolution No. 417-20 with
17 said certification on October 2, 2020; and

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

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

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

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

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

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

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

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

12 FURTHER MOVED, Further directing the Clerk of the Board to explore available office
13 space in City Hall with the City's Real Estate Division for onsite satellite office space for the
14 new Budget and Legislative Analyst contractor to conduct meetings and necessary official City
15 business with the Members of the Board; and, be it

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

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