

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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# City and County of San Francisco

## Tails

### Motion: M20-201

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 201305

**Date Passed:** December 15, 2020

Motion directing the Clerk of the Board to initiate a Request for Proposal process for Budget and Legislative Analyst services; and further directing the Clerk of the Board to explore available office space in City Hall with the City's Real Estate Division for onsite satellite space for the new Budget and Legislative Analyst contractor.

December 09, 2020 Budget and Finance Committee - RECOMMENDED

December 15, 2020 Board of Supervisors - APPROVED

Ayes: 11 - Fewer, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani, Walton and Yee

File No. 201305

**I hereby certify that the foregoing Motion was APPROVED on 12/15/2020 by the Board of Supervisors of the City and County of San Francisco.**

A handwritten signature in blue ink, appearing to read "Angela Calvillo".

Angela Calvillo  
Clerk of the Board