

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

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

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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

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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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City and County of San Francisco

Tails

Motion: M12-148

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

File Number: 121182

Date Passed: December 11, 2012

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

December 11, 2012 Board of Supervisors - APPROVED

Ayes: 10 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Olague and Wiener

Absent: 1 - Mar

File No. 121182

I hereby certify that the foregoing Motion was APPROVED on 12/11/2012 by the Board of Supervisors of the City and County of San Francisco.

A handwritten signature in black ink, appearing to read "Angela Calvillo", written over a horizontal line.

**Angela Calvillo
Clerk of the Board**