

MOTION **ECONOMIC DEVELOPMENT & JOBS**

The City's procurement process has evolved over the years to promote fairness, competition, transparency, and where appropriate, consistency with its policies and goals. Article 2 of the City Charter specifies the basic procurement procedures and the various issues that must be taken into consideration when issuing Requests for Proposals (RFPs) and other procurement vehicles. Formally changing any of these provisions requires a Charter Amendment subject to a vote of the people.

However, recent experience has suggested that certain aspects of procurement processes could be enhanced by ensuring that the input of relevant stakeholders is sought before a City department issues an RFP or other procurement vehicle. Obtaining public input prior to finalizing an RFP could lead to the inclusion of ideas and conditions a department may have overlooked and thus avoid having the content of the RFP become an issue.

According to Article 2, Section 10.15 (3) of the Charter, the requirements for circulation of an RFP are as follows:

“Public notice of the RFP shall be given in writing or electronically to prospective contractors or suppliers of the appropriate commodity and to any other sources deemed appropriate. The RFP shall state the time and place at which the proposals will be received. Proposals received after the time and date specified may be returned and may not be considered.”

The access point for prospective proposers and the public to view RFPs is the “Regional Alliance Marketplace for Procurement” (RAMP) accessible at www.rampla.org. Using this website requires professional credentials such as a federal employer tax identification number, which most members of the public do not have and do not need. This substantially limits the ability of the public to understand the procurement process.

For the provision of professional services, the City should consider taking steps to make the procurement process more transparent to the general public while doing so in a manner that preserves the legality and orderliness of the process. Making access to RAMP more available or establishing an alternate means of access for the public is one method. Providing the public with the ability to comment on the concept for a proposal prior to the finalization of an RFP is another.

I THEREFORE MOVE that the City Attorney, in collaboration with the CAO, CLA, and the Chief Procurement Officer, be requested/instructed to explore methodologies for implementing increased public access to RFPs for the provision of professional services while they are in circulation and recommend policies to accomplish such objectives.

I FURTHER MOVE that the City Attorney, in collaboration with the CAO and CLA, be requested/instructed to report to Council with a policy requiring that the commission associated with any department contemplating the issuance of a professional services RFP hold a public hearing or the department hold a public meeting, to provide members of the public an opportunity to offer relevant ideas for consideration by the department prior to the drafting of the RFP.



PRESENTED BY:



PAUL KORETZ
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SECONDED BY:



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