

RESOLUTION NO. 143-2002

Adopted August 13, 2002

APPROVING AN AMENDMENT TO THE AGENCY'S PURCHASING POLICY AND PROCEDURES TO INCREASE THE EXECUTIVE DIRECTOR'S EXPENDITURE AUTHORITY FOR CONTRACTS FROM \$20,000 TO \$50,000 FOR A TRIAL PERIOD OF ONE YEAR; ALL REDEVELOPMENT PROJECT AREAS

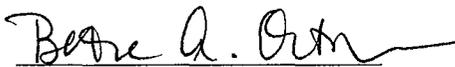
BASIS FOR RESOLUTION

1. For over 30 years, the Agency has required Agency staff to purchase goods and services pursuant to its Purchasing Policy and Procedures in order to ensure maximum open and free competition and extensive outreach efforts to inform interested parties of contracting opportunities.
2. On November 22, 1994 by Resolution No. 256-94, the Agency Commission approved the revision of the Purchasing Policy regarding the policy's equal opportunity requirements.
3. The Commission President received a letter from the Coalition for Economic Equity ("Coalition") requesting that the Agency's Working Group ("Working Group") review the Agency's Purchasing Policy and Procedures as well as a proposed revision for certain outside counsel.
4. On July 11, 2002, the Working Group met and reviewed data on Agency contracting activities. After reviewing the data and significant discussion, the Working Group highly recommended the Agency Commission increase the threshold for contracts to \$50,000, which the Executive Director may execute without approval of the Commission for a trial period of one year.
5. The Working Group also recommended that over the one year trial period, there be on-going monitoring and surveying of firms to ensure accountability and compliance with the Agency's Equal Opportunity Program.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Agency's Purchasing Policy Section XI is revised to increase the Executive Director's Expenditure Authority from \$20,000 to \$50,000 for a trial period of one year as set forth in Attachment 1.

APPROVED AS TO FORM:



Bertha A. Ontiveros
Agency General Counsel

ATTACHMENT 1

Section VI, Subsection B is removed and replaced as follows:

B. Professional and Personal Services Firms

Before entering into a professional or personal services contract (or amendment) in an aggregate amount of \$50,000* or more, the Agency shall review the firm's Board of Directors, hiring, retention and promotion record with respect to minority and woman professional employees. The review shall be based on such factors as the firm's efforts to recruit minority group persons and women, the number of minority and woman hires as compared to their availability, the firm's success in retaining minority and woman professionals (including the reasons given for any failures to retain), and the number of minority and woman professionals who are at a senior level such as principal or partner. If the Agency determines that the firm has not made good faith efforts to hire, retain and promote minority or woman professionals, the Agency shall not award the contract to the firm. The Agency's decision under this paragraph shall be final and not subject to review or appeal.

Section XIV, Subsection B is removed and replaced as follows:

B. Administrative Budgets – Non-Recurring Purchases

Non-recurring purchases within approved administrative budgets shall be the responsibility of the individual Division or Project Manager for his or her area of responsibility, but shall require the final approval of the Deputy Executive Director, Finance and Administration or the Executive Director for purchases between \$1,000 and \$50,000*, and the Agency Commission in amounts over \$50,000*. Examples of non-recurring expenses are purchases of personal computers and software, furniture and equipment, and temporary help. Attendance at seminars, training sessions, and conferences is not considered a non-recurring expense for purposes of this policy, but is covered under item E. below.

Section XIV, Subsection C is removed and replaced as follows:

C. Service and Construction Contracts

Personal or Professional services contracts within approved administrative or project budgets and prime construction contracts within approved project budgets shall be the responsibility of the individual Division or Project Manager for his or her area of responsibility, subject to the procurement and bidding procedures described above. Prime Construction contracts over \$5,000 must be competitively bid. After review and approval as to form by the Agency General

Counsel, contracts up to \$5,000 may be executed by the Division or Project Manager and, contracts between \$5,000 and \$50,000* may be executed by the Executive Director or the Deputy Executive Director, Finance and Administration without approval of the Agency Commission, subject to the reporting requirements contained in section III above.

Section XV, Subsection B is removed and replaced as follows:

- B.** The Agency Commission is responsible for review, modification and approval of the recommended budgets, for the approval of personal and professional services in excess of \$50,000*, for the approval of construction contracts in excess of \$5,000 and for the approval of travel and/or conference costs in excess of \$1,000.

* Increased from \$20,000 to \$50,000 for trial period of August 13, 2002 to August 12, 2003.