

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

BOARD OF FIRE COMMISSIONERS FILE NO. <u>BFC 07-003</u>

DATE: January 9, 2007

TO: Board of Fire Commissioners

FROM: Blanca Gomez-Revelles
Commission Executive Assistant II

SUBJECT: BOARD PARTICIPATION IN CONTRACT EVALUATION

FOR INFORMATION ONLY:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

For Information Only

At the request of Commissioner Genethia Hudley-Hayes, the following is a summary of the component that delineates commissioner participation in the City's contracting process.

The primary method for contracting services is through a competitive bidding process that is established by various provisions found in the Charter, Administrative Code and Mayor Directives (Bradley, Hahn, Villaraigosa series). City Departments are responsible for determining their professional and/or personal service contracts needs. When a department exercises the contracting option, it initiates the competitive bidding process.

Commissioner and Board participation in the contracting process was redefined through a series of Mayor Directives. Mayor K. Hahn Executive Directive No. MO-1 was implemented on January 5, 2004. The Mayoral Oversight (MO) policy directs all City departments to maintain a contract evaluation process that preserves the legitimacy of contractor evaluations and selections. The policy establishes a process that does not utilize Commission subcommittees or individual commissioners in the evaluation and recommendation process when the Commission is the authority for contract selection and approval. Consequently, the Fire Department's contract process was revised. The development and administrative responsibility was placed under the direction of the Department (Bureau of Administrative Services); and the Board assumed the authority for approving contracts.

The Office of the Mayor further refined the commission participation process with additional reforms that were implemented through Mayor K. Hahn Executive Directive Nos. MO-2, MO-3 and Villaraigosa ED-3.

The Mayor Directives are attached for your information. Please note that the information contained in this summary is brief in nature and that detailed information and/or interpretation of the process and provisions should be obtained from the Fire Administrator or the Office of the City Attorney.