



City of Oakland Meeting Minutes

Office of the City Clerk
Oakland City Hall
1 Frank H. Ogawa Plaza
Oakland, California 94612
LaTonda Simmons, City Clerk

*Finance & Management Committee

Oakland City Hall, 1 Frank H. Ogawa Plaza, Oakland, California 94612

Tuesday, February 08, 2005

2:00 PM

Hearing Room One - 1st Floor

3 Subject: Quarterly Report and Improvements to Contracting Process
From: City Administrator's Quarterly Budget Office
Recommendation: Action on the Quarterly Report from the Budget Advisory Committee (BAC) on activities through December 31, 2004 including recommendations on certain improvements to the contracting process
[05-0028](#)

A motion was made by Member Brunner, seconded by Member De La Fuente, that this matter be *Received and Filed. The motion carried by the following vote:

Votes: Councilmember Aye: Member De La Fuente, Member Brunner, Chair Quan and Member Nadel

The following individual(s) spoke and did not indicate a position on this item:
- Sanjiv Handa

The Committee directed staff to come back to Committee with language and procedures that reflect the following: 1) The creation of a central repository for all City contracts, including evaluations of those contracts; 2) A signed certification process for every contract so we can locate the staff most knowledgeable about the contract; 3) creation of guidelines for the awarding of sole-source contracts; 4) the statement of a contract's goal or policy objective in every contract; 5) a working definition for those contracts the Budget Advisory Commission calls "COPOs", starting with the definition on page 3 of Attachment B; 6) The creation of a renewal trigger system to ensure that any contracts proposed for renewal can be sufficiently reviewed; 7) Each contract shall have clear language detailing the frequency, extent and process by which it will be audited for evaluated. stall will provide cost figures for such audition or evaluation; 8) The cost of mandatory contract management training for all appropriate City Staff.

[Cmt Rpt Item 3 2-08-05.pdf](#)

City Clerk and Clerk of the Council