



## 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 evaluation. staff 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*