



JAMES K. HAHN
MAYOR

EXECUTIVE DIRECTIVE NO. MO-1

Subject: COMMISSIONERS PARTICIPATION IN CONTRACT EVALUATION

A trademark of Los Angeles City government is the oversight of many City departments by citizen Commissions. It is a system that should be preserved and protected. One important role of those Commissions that have management responsibility for the department is the authority to select contractors and approve contracts on behalf of the department.

To protect the Commission system and to preserve the legitimacy of contractor evaluation and selection, the City should maintain high procedural standards and apply those standards uniformly.

Additionally, the City must streamline its contracting process. Where possible, the City should use uniform best practices in its contracting processes across departments so that potential contractors with the City know what to expect.

All General Managers, Heads of Departments/Offices and Commissions of City government are directed to maintain contract and contractor evaluation processes that do not utilize Commission subcommittees or individual Commissioners in the evaluation and recommendation process on contractors and contracts, prior to presentation to the full Commission, and when that Commission sits as the authority for contract selection and award.

Executed this 5th day of January, 2004

JAMES K. HAHN
Mayor