

ORDINANCE NO. _____

An ordinance adding Section 20.8.3 to Article 3, Chapter 1 of Division 20 of the Los Angeles Administrative Code to create an Office of Procurement within the Office of Administrative and Research Services, also known as the City Administrative Office.

WHEREAS, on March 20, 2022, the City Council voted to adopt the February 17, 2022, Information Technology and General Services (ITGS) report "relative to establishing the Office of Procurement within the City Administrative Office";

WHEREAS, after staff salaries, procurement is the largest category of spending by the City and serves as a major economic driver for the region;

WHEREAS, treating procurement as a strategic function of government, rather than simply an administrative matter, is crucial to achieving the City's social, economic, and environmental goals;

WHEREAS, pursuing improvements to the City's procurement process is essential to transparent and accountable governance and fiscal responsibility;

WHEREAS, in 2018, the Mayor created the role of the Chief Procurement Officer (CPO) within the Mayor's Office of Budget and Innovation, with the goal of establishing holistic leadership for Citywide procurement strategy;

WHEREAS, the CPO currently provides guidance and technological expertise for strategic procurement, but requires additional resources and staff to ensure strategic procurement across City departments and offices; and

WHEREAS, the City desires to build on the establishment of the CPO by creating a permanent Office of Procurement within the City Administrative Office , which will play a leadership role in purchasing services for the City and bring greater transparency, strategy, and accountability to this critical function of government.

NOW, THEREFORE,

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Section 20.8.3 is added to Article 3, Chapter 1 of Division 20 of the Los Angeles Administrative Code to read as follows:

Sec. 20.8.3. Office of Procurement.

(a) **Creation and Administration of the Office of Procurement.**
There is hereby created within the Office of Administrative and Research

Services, also known as the City Administrator's Office (CAO), an Office of Procurement (OOP).

1. **Purpose.** The purpose of OOP shall be to make recommendations to the City Council and Mayor regarding standards, policies, processes, and technology pertaining to the procurement and contracting activities and operations for all City departments, offices, boards, bureaus, and commissions, as defined by the Los Angeles City Charter and Administrative Code and as permitted by law.

2. **Administration.** The CAO shall appoint and monitor staff to effectuate the duties and responsibilities specified in Subsection (b).

3. **Citywide Cooperation.** All City departments, offices, boards, bureaus, and commissions shall comply with OOP's guidance on procurement related issues to the fullest extent practicable consistent with the lawful and necessary conduct of their duties.

(b) **Duties and Responsibilities of the Office of Procurement.** The duties and responsibilities of OOP shall include, but not be limited to, the following:

1. Creation and implementation of a Citywide procurement strategy, subject to approval by the City Council and Mayor;

2. Procurement of Citywide contracts available for use by other departments and offices;

3. Identification of opportunities for the City to leverage its purchasing power;

4. Reporting to the City Council and Mayor, as requested, on metrics concerning City procurement and contracting activities;

5. Serving as an intermediary between the private sector and the City to address the needs of the business community and evaluation of equal opportunity participation in City contracts;

6. Advising the City Council and Mayor, in conjunction with the Bureau of Contract Administration (BCA), regarding contract compliance provisions in the Los Angeles City Charter and Administrative Code;

7. Developing and formulating guidance on the use of templates for requests for proposals and contracts (including the Standard Provisions for City Contracts, as drafted and released by the Los Angeles City Attorney's Office), as allowed by law and to the extent the use of such

templates is reasonably practicable and compatible with the City's interests;

8. Providing Citywide support, training, oversight, and expertise regarding procurement, including competitive bidding and contracting processes;

9. Reviewing and providing recommendations, with support from City departments, offices, boards, bureaus, and commissions, to the City Council and Mayor regarding Citywide subcontracting requirements, ordinances pertaining to contracting and procurement, and other contract compliance requirements;

10. Developing strategies to streamline the vendor payment processes to improve Citywide payment processes, in collaboration with the Controller's Office, and making recommendations to the City Council and Mayor to streamline the vendor payment process;

11. Evaluating and making recommendations to the City Council and Mayor regarding the integration of City procurement systems;

12. Compiling Citywide procurement and contracting data, evaluating effectiveness of procurement related ordinances, policies, programs and procedures concerning such data, and reporting relevant findings and recommendations to the City Council and Mayor; and

13. Assuming additional authority, if directed by the City Council and Mayor, as specified under Section 514 of the Los Angeles City Charter.

Sec. 2. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
KIMBERLY MIERA
Deputy City Attorney

Date 9-27-22

File No. 21-1080

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The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____