DATE: September 26, 2002
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND
Authorization to Contract with Mason Tillman Associates, Ltd. (Resolution No. 020926-B3)

BACKGROUND INFORMATION:
At the August 2002 Board meeting, the Board authorized staff to contract with MTA through September 30, 2002. Further authorization to contract with MTA beyond the existing contract would be subject to the Board’s consideration at its September 26, 2002 meeting.

The Board further requested that the principal of MTA be present at its September 26, 2002 meeting to discuss concerns about their services. In addition, the Board requested a presentation of the Small Local Business Enterprise (SLBE) Annual Report that was to be presented at its August 29, 2002 meeting.

In an effort to maintain continuity and availability of expert consulting services in implementing the SLBE Program, staff recommends retaining MTA’s services, but on a more limited basis. The scope of services required of MTA will depend upon how soon the District’s project management software system is implemented. This is due to staff’s preference to consolidate MTA’s database services as a part of that system. It also depends upon whether the Board authorizes implementation of AB 1084 options to expand the SLBE program and to what degree, if any. As such, the requested services of Mason Tillman Associates, Ltd for the 2002-2003 fiscal year are as follows:

1. Plan, promote, coordinate and fully implement two business outreach meetings;
2. Review SLBE program statistical program data for analysis and recommend improvements in accomplishing overall program goals as part of the semi-annual reports to the Board and monthly/quarterly reports to the District staff;
3. Recommend overall goals and policies, including public review processes;
4. Facilitate implementation of AB 1084 related changes to the SLBE program as adopted by the Board;
5. Provide other program support services related to activities such as individual project goal setting, dispute resolution, staff training, and other tasks as requested by the Contract Compliance Officer.

BOARD OF TRUSTEES
RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR
At this time, the cost for these services during FY 2002-2003 are not to exceed a fiscal year total of $70,000.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Mason Tillman Associates, LTD to provide outreach services to the San Francisco business community; semi-annual independent evaluation of the Districts’ SLBE Program; and expert consultative services to staff on issues pertaining to the SLBE Program at a cost not to exceed $70,000 for the period October 1, 2002 through June 30, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Peter Goldstein
w/Norma Nelson