DATE: September 25, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GENERAL FUND
Authorization to Contract with Mason Tillman Associates, Ltd (Resolution No. 03925-B4)

BACKGROUND INFORMATION:

At its September 26, 2002 meeting, the Board authorized the Chancellor or his designee to contract with Mason Tillman Associates, Ltd (MTA) through June 2003 at an amount not to exceed $70,000. At its August 28, 2003 meeting, the Board was advised that the existing contract with MTA was being extended. This extension was necessary to allow completion of deliverables that were delayed by their involvement with the District’s Small Local Business Enterprise Advisory Committee’s work relating to AB 1084.

At this time, staff is recommending retaining the services of MTA on a more limited basis from the previous year for the period October 1, 2003 through September 30, 2004 to include the following general scope of services:

1. Provide a semi-annual independent review and assessment of the District’s statistical accomplishments relative to the District’s Small Local Business Enterprise (SLBE) and proposed Small Business Enterprise (SBE) construction services programs that will include recommended program enhancements, as well as two reports to the Board of Trustees.
2. Provide updates as needed concerning new legislation and developments impacting the District’s goal of increasing participation of small and local firms in its contracting activities.
3. Provide advice to the District to assure non-discrimination and equal opportunity in its Facilities Planning & Construction contracting activities; recommending policies and procedures to effect this goal.
4. Assist the District with subcontracting goal setting, outreach activities and database management.

The cost of the above services would not exceed $35,000. Should additional consulting services be required to further implement the pending construction Small Business Enterprise (SBE) program, those needs will be evaluated in concert with the District’s requirements at that time for a fair and competitive selection process.
SHARED GOVERNANCE REVIEW:

Yes: _____;  No: X  :If yes, which committee: ____________________________

Date of Review: _________________________

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Mason Tillman Associates, Ltd to provide semi-annual independent evaluation of the Districts’ SLBE Program; and expert consultative services to the District on issues pertaining to the SLBE and the proposed SBE Program at a cost not to exceed $35,000 for the period October 1, 2003 through September 30, 2004, 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