DATE: January 27, 2000

TO: Board of Trustees

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

SUBJECT: GENERAL FUND
Authorization to Contract with
Mason Tillman Associates, LTD.
(Resolution No. 000127-B5)

BACKGROUND INFORMATION:

Mason Tillman Associates, LTD. has assisted the District in developing and implementing an M/W/LBE program through 1) the completion of a Disparity Study on Minority and Woman-owned Business Enterprises 2) development of the program standards, guidelines, rules and regulations. At the September 30, 1999 Board of Trustees meeting Resolution No. 990930-S7 was approved adopting the District’s M/W/LBE Program.

At the meeting of the Board of Trustees Diversity Committee meeting held during August of 1999 the Board of Trustee’s Diversity Committee requested that Mason Tillman Associates, LTD. be further engaged by the District to: 1) develop a training program for staff; 2) develop a database tracking system for the District’s use; 3) provide monthly reporting back to the Board of Trustees during the fiscal year; and 4) develop a outreach program to enhance communication with vendors.

Additionally, the District further requires the assistance of Mason Tillman Associates, LTD. in serving as the Contract Compliance function on behalf of the District until such time as the District can bring sufficient staffing in-house to manage the program.
The costs for the needed services are as follows:

Develop training program, database-tracking system, monthly reporting and developing an outreach program $53,825

Serving as the Contract Compliance Office 102,360

Total $156,185

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Mason Tillman Associates, LTD. to assist in the implementation of the District’s M/W/LBE Program during the 1999-2000 fiscal year at a cost not to exceed $156,185, 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.

James Kendrix, Originator

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