


**MEMORANDUM**

Date: April 24, 2009

To: Robert Schur, Director of Procurement & Contracting Services

From: Anthony A. Frank, Interim President 

Re: Designation of Small Business Liaison Officer

Cc: Thomas A. Gorell, Sr. Vice President for Administrative Services

This memorandum will confirm your designation as Small Business Liaison Officer pursuant to the **SMALL BUSINESS ADMINISTRATION STANDARD OPERATING PROCEDURE**, Chapter 5, Small Business Program Compliance Review (SBPCR), section 4(e)(4), which provides, in pertinent part:

*The Small Business Program should be one that is supported by the President/CEO of the company. The program's success is often dependent on this individual's direct support of the program. The CEO is required to sign the Summary Subcontract Reports. SBA also recommends that the CEO emphasize his/her support with a policy letter supporting the program. The CEO should be kept abreast of the status of the subcontracting plan goal accomplishments on a periodic basis. The SBLO should be represented on the organizational chart as someone who is able to influence purchasing decisions. If the SBLO is not the same person as the one named in the subcontracting plans, then the CEO or President should support his/her position with a letter of designation.*

I further designate John Swaro, Purchasing Agent, as an alternate SBLO to act in your absence, or any time at your direction, with respect to small business subcontracting planning, reporting and compliance.

This designation underscores the significance of the University's commitment to small business subcontracting as an institutional priority, not only for purposes of assuring compliance with applicable federal acquisition regulations and SBA operating procedures, but with respect to the University's unique place in the community and commitment to diversity as a whole. Small, disadvantaged, minority-owned,

women-owned, and veteran-owned businesses often lack the resources that large firms have to identify, access, and respond to solicitations for goods and services needed by the University to further our mission and goals. Small businesses make up the majority of all American business, and serve as a wellspring for innovation, new technologies, and extension of University research and programs into the private sector, as well as for achieving cost savings. As a large, public research institution, CSU is the steward of substantial public funds that in turn are earned by contractors and suppliers of all types and sizes, in our community and state, and indeed, nationwide. Supporting our federally-funded programs by assuring that these opportunities are available to a wide variety of business organizations is good for the University, good for the community, and should be a top priority for the procurement and contracting program. As Interim President, I hereby reaffirm the institution's policy statement governing the small business program (attached), and require that this policy be observed.

The designations herein are subject at all times to revocation or modification by myself, or by the Sr. Vice President for Administrative Services. Please keep Dr. Gorell informed of pertinent matters relating to our small business subcontracting program. For purposes of this program, Dr. Gorell is the chief executive officer of the administration and therefore shall have authority to approve and sign reports, in accordance with recommendation of the SBA's Commercial Market Representative dated September 6, 2005.