

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

SAN FRANCISCO  
ETHICS COMMISSION

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

**Contractor Information** *(Please print clearly.)*

Name of contractor:  
**Hi-Lite Enterprises, Inc. (Mitchell Hardin Jr.)**

*Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.*

See attached

Not applicable. Contractor is a sole proprietor small business technical assistance consultant.

Contractor address:  
See attached.

Antioch, California, 94531-7413

Date that contract was approved: <b>12/16/14</b>	Amount of contracts: \$50,000
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Describe the nature of the contract that was approved:  
The services to be performed by Contractor consist of the following, as and when specifically requested by the City acting through Small Business Development Center (SBDC).

Business consulting sessions with SBDC clients, including prep work for consulting sessions and the creation of individual Scopes of Work for client work that outlines anticipated economic impacts; Business consulting services may include, but are not limited to, the following:

- Advertising, marketing, and branding strategies
- Customer retention and rejuvenation
- Financial analysis
- Product development
- Small business establishment and formation (but not including law firms or legal advice)
- Social media management
- Government procurement contracting
- 8(a) Business Development Program (business assistance program for small disadvantaged businesses)
- Light manufacturing processes
- Customer relationship management
- Construction business development

Comments:

This contract was approved by (check applicable):


the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)  


Date Signed  
12/22/14

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed