

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

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Mayor Edwin M. Lee	City elective office(s) held: Mayor, City and County of San Francisco

Contractor Information *(Please print clearly.)*

Name of contractor:
Lawrence Kei Sing Liu

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.

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

Contractor address:
118 Lewis Ave.
Millbrae, CA 94030

Date that contract was approved:	Amount of contract: \$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:
 - Commercial lease negotiation
 - Financial analysis
 - Loan packaging
 - Small business establishment and formation (but not including law firms or legal advice)
- Conduct business consulting services in Cantonese and Mandarin, as requested;

Comments:

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form (Mayor Edwin M. Lee)
- a board on which the City elective officer(s) serves _____
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

Filer Information *(Please print clearly.)*

Name of filer: Nicole Wheaton, Mayor's Liaison to the Board of Supervisors	Contact telephone number: (415) 554-7940
Address: City Hall, Room 200	E-mail: Nicole.Wheaton@sfgov.org

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

Date Signed

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

Date Signed