



# Agenda Planning Request Form



## Instructions

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of **at least three (3) Directors** (including the requestor). Directors are limited to a **maximum of fifteen (15)** AP requests per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any “unused” AP requests shall not be carried over to the next calendar year. Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit.

Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

**AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet.** Email completed forms to [districtsecretary@actransit.org](mailto:districtsecretary@actransit.org)

## Information

<b>Directors Name</b>	Vice President Shaw	<b>Meeting Date the AP Request will be presented:</b>	3/8/2023
<b>This Request is:</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	<b>Include in the GMs Report:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type:</b>	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Briefing	<b>Expected Staff Report Due Date (if known):</b>	11/8/2023
<b>Discussed w/ GM, Board Officer or Exec Team Member:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

## Item Description: (Please be thorough. Attach additional information if needed.)

In November 2022, an item was brought to the board about expediting payments to small, local and disadvantaged vendors. At that time, staff identified some of the possible strategies and challenges to implementing this. I'd like an updated report on how those strategies are moving forward, what challenges have been addressed, and a timeline for implementing expedited payments for our small and disadvantaged vendors.

## Purpose:

To support our small and disadvantaged businesses which in turn would allow for more of them to compete on AC Transit contracts. This also follows up on a previous board request one year later to see the progress that has

been made.

## What will be accomplished/desired outcome:

The board would get an understanding of the continued process improvements that the District is doing to support our business community and to ensure we have small vendors who want to continue to do business with us. This in turn supports our whole community.

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### For Office Use Only

#### *Information on requested additions by Board Members:*

Click or tap here to enter text.

**Concurrence By:**     Beckles    Walsh    Syed    McCalley    Shaw    Young    Peeples

**Tracking Number (if applicable):**    Click or tap here to enter text.