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DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. report	[Personally Identifiable Information] [partial] (1 page)	10/19/1981	b(6)

COLLECTION:
Clinton Presidential Records
Staff Secretary
Todd Stern
OA/Box Number: 9310

FOLDER TITLE:
Inspector General Documents [Folder 1] [1]

2019-0774-S
rs3388

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).
RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

TODD — 1/25/97
12:15pm.

DOCUMENTS FROM MARK CHILDRESS.

NOTE:

✓ TOP LETTER IS THE DOC. YOU DISCUSSED YESTERDAY.

✓ NOTHING IS REALLY INTERESTING, BY YOU MAY WANT TO TAKE A LOOK AT THE LAST DOC. 4/16/81 INTERVIEW.

MATT.

1/26/97

TODD —

NEW DOCS FROM CHILDRESS. ORIGINALS ON TOP. COPIES ON BOTTOM.

MATT

U.S. Department of Justice

United States Attorney

United States Court House Building, Room 2800
3rd and Constitution Avenue N.W.
Washington, D.C. 20001

October 1, 1981

Thomas McBride, Esq.
Inspector General
United States Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20001

Re: Ernest Green Investigation

Dear Mr. McBride:

As you know, your office referred to this office the above-captioned matter approximately five months ago. Martin Squitieri, the investigator assigned to the case, has done an outstanding job in gathering the necessary evidence and interviewing the witnesses.

We have been informed that your office has decided to assign a new investigator to the case and remove Mr. Squitieri. Such a move would seriously hamper the progress of the investigation, since a new person would have to familiarize himself with all the evidence that has been gathered. Over the past five months, some thirty grand jury subpoenas have been issued. Some of these subpoenas required production of bank records and other extensive documentation. The fair administration of the grand jury system requires that we give the subpoenaed institutions sufficient time to comply. It is certainly not unusual for a complex investigation to take up to one year to resolve. Thus, you can rest assured that this investigation has been progressing thanks to the unrelenting efforts of Mr. Squitieri. We hope that in the next few months we will be able to determine whether the evidence will support an indictment.

We urge you to reconsider the decision to replace Mr. Squitieri with a new investigator who has not been involved in this case from the outset and whom, we are informed, is

10.13.81

being transferred from another city and is, therefore, not familiar with our procedures. We can assure you that keeping Mr. Squitieri on this case is in the best interest of the efficient administration of justice.

Sincerely,

CHARLES F. C. RUFF
United States Attorney

By: RAYMOND BANOUN
Assistant United States Attorney
Deputy Chief, Fraud Division

U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview 1-6-82

JUDY JENKINS, Vice President of One-America, 1523 L Street, Washington, D.C., telephone 628-2216 was interviewed above date at her office by the undersigned.

In response to questions she stated that:

One-America is a management consulting firm which has been in business for approximately 10 years. They concentrate primarily in management activities of the federal government and have done business with the Department of Labor since 1974. She stated that the owners of this corporation are her mother, Elaine, who is the President and that she and her mother are the only stock holders. This is a D.C. corporation which she characterized as being closely held. They do have a Board of Directors, which consists of Jenkins and her mother, and a brother named Larry. The Board of Directors meet on an infrequent basis.

Jenkins stated that she negoiates most of the Department of Labor contracts as well as other contracts for One-America. She stated that the contracts with the Department of Labor were awarded under the 8a program. At the present time they have two contracts with the Department of Labor, one of which calls for the consolidation of information relative to changes which are occurring in CETA programs. Once this information is pulled together, it is provided to the states and prime sponsors. The second contract is a management tracking system which is designed to determine if milestones in the various contracts let by the Employment and Training Administration have been met. They provide an analysis of quarterly performance forms, primarily for the Office of Farmworkers, which provides information as to whether or not the various Farmworker programs are meeting the goals of their contracts. The data in this information system compares dollars and people. She stated that significant variance between the amount of money and the people trained could indicate fraud.

By DAVID R. COFFMAN

At Washington, D.C.

Date Dictated 1-20-82

Date Transcribed 1-27-82

File No. OI-0524-0001

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She characterized MANA as a women's organization and stated that One-America is very active in the area of women's employment in the business world. A staff member of One-America, Wilma Espinosa, was also associated with MANA. She is the person who is responsible for drawing One-America and MANA together. After the subcontracting arrangement from One-America to MANA Espinosa became the President of MANA. During this time she was still employed on a full time basis with One-America. Jenkins believes that her association with MANA was voluntary and non-paid.

The subcontract that was let to MANA provided for $48,728 to be spent to accomplish the purpose. This was later modified and reduced to $33,758 of which MANA spent $33,215. Jenkins discussed the subcontracting arrangement between One-America and MANA with Godwin. His primary concern was whether or not MANA was capable of performing the contract. Jenkins stated that she advised Godwin that they could do that. Godwin was also aware that Espinosa was employed by One-America and discussed possible conflict with Jenkins. As a result of their discussions due to the fact that Espinosa was only being paid for work by One-America and not by MANA it was presumed not to be a conflict of interest. The subcontracting arrangement was ultimately approved by William Kasvinsky. Jenkins emphatically stated that no one asked for or was given anything with respect to securing approval of the subcontracting relationship with MANA.

She stated that MANA is located at 733 15th Street, N.W., telephone number 628-5663.

After the results of the November 1980 election were known, Jenkins stated that she had conversations with officials of ETA regarding the tracking system. She stated that she also spoke with Godwin concerning the tracking system. She also spoke with him regarding what his future employment might be but that this was confined to generalities. She stated that his response at that time was also very general and was essentially that he was undecided as to what the future held in store for him.

Jenkins believes that Godwin may be working for the Ford Foundation.

Jenkins emphatically denies that Godwin and she had any conversation during the time he was employed by the Employment and Training Administration concerning potential contracts for Godwin with One-America once Godwin left office. She stated that the only concern she had after the November elections was to try and get the contract she was proposing for a tracking system funded.

Jenkins was asked for, and produced, the vouchers which MANA submitted concerning the subcontracting arrangement with One-America. They were examined and failed to reflect a payment of funds for salaries which could have been made to Espinosa. Jenkins stated that she did not know if Espinosa was being paid out of any other source by MANA but that she was sure that no funds from the Department of Labor came through One-America to MANA and then back to Espinosa. She stated further that she believed Espinosa to be a volunteer in a non-pay status with MANA.

With respect to Godwin, Jenkins stated that during the last seven months in the period June through July 1981 Godwin has performed some consulting for One-America. She stated that this came about because she had heard that Godwin was involved with various private institutions and she had asked him to develope a strategy for her use in getting One-America into the realm of private sector contracting. She said he was paid for this on a consulting basis out of funds which were in the indirect cost pool of One-America. She admitted that this required no approval from any source and stated that the reason for this was because the funds were not part of any particular contract with the Federal government. She stated that Godwin provided services in return for the payments he received and that this consulting arrange was not discussed prior to Godwin's leaving office.

She stated that Godwin did not ask for and was never given any payment by One-America or any of their officials while Godwin was in office. She believes that as a result of the consulting relationship between One-America and Godwin, One-America has paid Godwin approximately $6,000.

Jenkins stated that she knows Robert Tucker and described him as a long time family friend. Tucker was associated briefly with One-America in 1978 when they were working on a project for older workers under a grant from the Department of Labor.

Tucker was the Project Manager on a part-time basis. Prior to that he worked for the City of New Orleans as a Deputy Mayor.

Jenkins believes that Tucker has started his own firm in Louisiana, which is known as Bob Tucker Associates. She believes that Tucker knowns Godwin and has known him for a long time. She stated that Godwin had no part in Tucker being named as the part-time project manager for the older workers DOL contract.

The Executive Director of MANA is Elisa Sanchez. Jenkins denied that Sanchez is a friend of either herself or her mother.

Jenkins stated that due to a disagreement, Espinosa has left the employment of One-America and has filed an unemployment insurance claim against One-America.

U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview 1-5-82

J. ROSS CAMPBELL, Former Staff Attorney with the Office of the Solicitor was interviewed on the above date at her current place of employment, Commission to Review Maryland Statutes, 90 State Circle, Legislative Services Building, Room 311, Annapolis, Maryland, telephone 301 858-3771, by the undersigned.

In response to questions she stated that:

Her residence is 5397 White Main Court, Columbia, Maryland 21045, telephone 964-3111.

She stated that in the fall of 1977 she was offered a position with the SOL as an attorney by Mr. Baccus. She worked in the ETA area of responsibility and concerned herself exclusively with matters related to alien certification.

Prior to obtaining the position with the SOL of Labor she was self-employed in private practice in East St. Louis, Illinois. She characterized her legal background as a general practitioner. Her previous legal experience had been with legal aid which she left in December of 1964 when she set up her own practice in East St. Louis.

She separated from her husband.

She stated that she has known Ernest Green, former Assistant Secretary of Labor for ETA since their days together at Michigan State University. She met him on the first day of school. They have continued to be friends since that time.

David R. Coffman

By DAVID R. COFFMAN

At Washington, D.C.

Date Dictated 1-5-82

Date Transcribed 1-26-82

File No. OI-0524-0001

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She stated that her former husband is an accounting professional and approximately 12 to 13 years ago was involved in a concentrated employment program. Upon termination of that program, her husband went to EEOC or possibly a health program which is now run by the county. He has had no other contact with the Federal Government.

She characterized her relationship with Green as being purely social. She had dated him while in college. They have had no professional contact.

During the period she was contemplating closing her law practice in East St. Louis she discussed moving to the District of Columbia with Green but they did not talk about her employment in the D.C. area. She stated that her reason for leaving East St. Louis was related to difficulties she was experiencing with her husband. She further stated that she had already decided to move at least 6 months prior to ever talking with Green relative to this topic.

When she came to the District of Columbia she had no job, however, her practice in St. Louis continued to occupy some of her time. Her move occurred in the summer of 1977.

Upon moving to the District of Columbia she began to look for employment in the area. She stated that she did not make a very serious effort since she was still involved in a number of matters regarding her legal practice in East St. Louis. She could not recall where she applied or who she may have talked to with respect to employment issues. She did state that she talked to people she knew in the Department of Justice concerning employment there but this was all done on an informal basis. She believes that she may have maintained some records pertaining to looking for jobs, however they have since been lost.

She stated that her priorities were first to get settled, second to continue with her practice in matters before her in East St. Louis and third to establish her own practice in the D.C. area.

She is a graduate of the St. Louis University Law School.

In her conversation with Green he suggested to her that it would be in her best interest to stablize her and to begin to seek employment. He suggested that it was possible that, with her skills, she may have been able to find employment in the Department of Labor. Green stated that he did not have any employment in ETA but that he was aware that the Solicitor was looking for attorneys and suggested that she talk to Mr. Baccus. She does not recall if Green contacted Baccus in her presence.

She arranged to meet with Baccus shortly thereafter regarding employment. She characterized him as being cautious and non committal. He told her that while they were looking for attorneys it would be contingent upon available funds to do any hiring. He requested that she prepare a 171 which she did. She believes that this occurred in the summer of 1977.

She stated that there were a number of people who were under consideration at that time for the position which she eventually secured. The position was one that was not to exceed 1 year. During their conversation Baccus stated that if he was unable to hire Ms. Campbell that she may try other areas of the Department.

With respect to contacting Green regarding this position, she stated that she doubted that she had any other further contact because she did not care for the pressure that Green was exerting upon her to seek employment.

In response to a question as to whether or not she had ever had any financial dealings with Green she stated that she had recently been in contact with Green and they had discussed possible IG interest in this area. She stated that she had made a loan to Green in the amount of $10,000. She was presented with photocopies of documents pertaining to that loan (the promissory note and the check payable to Green drawn on her account) and confirmed that they represented the documents pertaining to that loan arrangement.

She stated that this was the only occassion that she had made any significant loans to Green although she admitted that it was possible other loans may have occurred when they were dating during college. She also stated that she may have borrowed a few hundred dollars from Green within the past year.

The possibility of a loan came up in the context of a conversation she was having with Green regarding his finances and hers. They frequently discussed financial matters but she stressed that there was no more emphasis on this than there would be on other things such as their children etc. In talking about the possibility of a loan, Campbell knew that she was due several fees from her legal practice and that they would be coming in about the time Green stated he needed money. Green had told her that he needed money to finance a purchase of a home. Campbell asked him to determine how much money he would need. He later stated that he needed $10,000 and asked her for that amount. She stated that Green expected to repay her from a large tax refund which he was expecting.

She cannot recall her net worth at the time of the loan and is not sure of the source of the $10,000 other than to state that it was a sum made up of legal fees owed to her by several sources. She stated that she could not recall her income status at that time and has no idea of exactly how much money she was making at that time.

She stated that she personally typed the loan agreement. She could not recall where she had done this.

Green did not repay the loan in accordance with the terms of the loan agreement. She stated that he paid the loan and does not know exactly when or how much he actually paid her other than to state that she believes the loan has been completly satisfied. She noted that Green has a schedule which reflects all the payments that he has made to her. She does not recall asking for repayment during the first year of the loan but she thought that she may have since she later found herself in a position where she needed the funds.

Green paid her in a number of ways, including cash, checks and permitting her to use his credit card to make purchases. She stated specifically that she had used his Sears card and rather than repay him for the use of the card she merely deducted that from the balance which he owed. When Green provided her with cash it was never more than a couple of hundered dollars and certainly never exceeded a thousand dollars.

In response to further questions concerning Green's assistance in obtaining employment she stated that Green also talked with Leo Creamer regarding a job for Campbell.

Creamer is the owner of a consulting firm known as Creamer and Associates. She stated the Creamer had told Green he was looking for employees and Green referred Campbell to Creamer for an interview. She was successful and obtained the job. She could not provide specific dates but recalled that this was after her employment had ceased with the Department of Labor.

Creamer may have had contracts with the Employment and Training Administration and discussed obtaining contracts from the Department of Labor with Campbell. He specifically requested her to interceed with Green to have Green see that contracts would be awarded to his firm. Campbell stated that she felt compromised by Creamer in doing this, however she did discuss the matter with Green. Green told her that it was not his responsibility to award these contracts and the issue was dropped.

She subsequently terminated employment with Creamer and Associates and later in 1981 talked to Baccus about the possibility of additional employment with the Department of Labor. At that time Baccus told her that there was freeze on and that employment would not be possible.

In returning to questions concerning finanical activities of Ms. Campbell, she was asked if she ever made any other significant loans such as the one provided to Green. She stated that at approximatly the same time that she made the loan to Green she also loaned $1,000 to her cousin, Beatrice Jones of Hillcrest Heights, Maryland. She stated that her cousin needed money to purchase an automobile and because Campbell had sufficient funds at that time she agreed to provide a loan to her cousin, as well as Green. She does not recall making any other loans to any other people.

Regarding her conversation with Green concerning the IG investigation she stated that Green did not coach her in any manner but told her to tell the truth. She stated that their conversation lasted for five to six minutes and that he had returned her call. She had contacted his office from the telephone in her office but was advised that he was not in. In addition to the investigation, they talked about Michigan State University and a pending Black Alumni Review. They also spoke of a common friend who's name she did not mention.

Ms. Campbell was advised that the date that she was hired by the Department of Labor immediately preceeded the date that she made the loan of $10,000 to Green. She was further shown copies of three federal statutes pertaining to payment of money in return for public office, bribery of officials and extortion. She stated that the loan had been made to Green only because he was a personal long time friend and for no other reason. She denied that this was an attempt to purchase public office, that it was a bribe to Green in return for an official act, or that Green compelled her to make the loan in order to secure her position. She stated that while the times were very closely related it was merely a coincidence.

U. S. Department of Labor

Office of Inspector General
Regional Investigations Office
7018 Federal Office Building
909 First Avenue
Seattle, Washington 98174

(206) 442-4504
FTS 399-4504

January 13, 1982

MEMORANDUM FOR: WILLIAM ZLEIT
Regional Special Agent-in-Charge
U.S. Department of Labor
Office of Inspector General
Kansas City Regional Investigations Office
Federal Office Building
911 Walnut Street, Room 2505
Kansas City, Missouri 64106
FTS 758-5941

FROM: ERIC JANN
Special Agent

SUBJECT: Interview with Lamond Godwin, Former Director, Office of National Programs, ETA

Background information is provided on our investigation of the Job Corps lease of the former Air Force Tracking Station at Cape Chiniak on Kodiak Island, Alaska. In 1977 the Job Corps was directed to expand from 22,000 enrollees to 44,000. In late 1977 Ray Young, then the Director of the Job Corps, met with Lamond Godwin to discuss the placement of a Job Corps Center in Alaska. Young was trying to secure a commitment from the Office of National Programs (ONP) to fund some of the costs of establishing the Job Corps Center.

CETA regulations require that the Regional Office select the site of Job Corps Centers and work closely with the National Office in establishing the facility. This did not happen in the selection of Chiniak, as the National Office acted autonomously, sending two ONP staff members and two Job Corps consultants to Alaska. They recommended Chiniak and the Alaskan Federation of Natives was enlisted to run the Center.

Leisnoi, Inc., had title to Cape Chiniak. Leisnoi is the non-profit side of Koniag, Inc., which is one of the thirteen groups established under the Alaskan Native Claims Act. Leisnoi's president at the time was Karl Armstrong and Koniag's president was Jack Wick.

Proposed questions and areas to cover:

1. Who initiated the Washington, D.C., meeting--Godwin or Young? If Godwin initiated it, why? Who came to Godwin with the Alaska Job Corps concept? Why did Godwin decide to support such a proposal? (It costs twice as much to train corpsmen in Alaska as it does stateside and there were vacancies at Job Corps Centers in Washington and Oregon.)

2. Who selected the contractor? (Alaskan Federation of Natives Chairman of the Board was Emil Notti, and AFN had no previous experience in running Job Corps Centers.)

3. Who selected the site? Based on what criteria? (Chiniak is an isolated area located 45 miles from downtown Kodiak with no staff housing.)

4. Does Godwin know how the DOL paid for the lease? (The Irvington Hotel in Lakewood, New Jersey, purchased by the Job Corps Center for $600,000, was given to Leisnoi.)

Thank you for your time in addressing these issues.

U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview December 28, 1981

1. On 12/22/81, I called the law offices of HAROLD BOBROFF (212) 697-9180 to follow up my telephone call of 12/16/81 when I requested copies of the demand letter and promissary note. MR. BOBROFF was not available, I left my name and number and requested contact.

2. On 12/24/81, I received a telephone call from MR. BOBROFF, who stated that copies of the letter and note were available. An appointment was made for 12/28/81.

3. On 12/28/81, I met with MR. BOBROFF in his law office at 122 E. 42 St., New York, N.Y. He showed me a letter dated 12/18/81 from him to MR. MITCHELL requesting permission to give me copies of the demand letter and promissary notes. He also showed me a letter dated 12/22/81 from MR. MITCHELL to him granting permission to give me copies of the notes and letter. I requested copies of those two letters, but MR. BOBROFF stated they were his property and denied my request.

4. MR. BOBROFF then gave me copies of three documents (attached). The document dated 11/8/79, he stated was prepared by him for MR. MITCHELL in November 1979. The typing he stated was done in his office, however, he was not witness to the signing. He said he gave the note to MR. MITCHELL and did not keep a copy in his file. The document dated 8/24/80 was not prepared by him. He said that he first saw that document on September 17, 1981 when he prepared the demand letter on the request of MR. MITCHELL. He stated that he did not receive any response from the demand letter to MR. GREEN. He stated that he has never met or spoken to ERNEST GREEN.

5. MR. BOBROFF was asked, when for the first time he realized that the information given to me by him on 11/20/81 was incorrect. He stated that when I called him on 12/14/81, he contacted MITCHELL and reviewed his file. It was then, when he saw the promissary note and the demand letter he was able to refresh his memory as to the sequence of events. The copies of the two promissary notes were brought to him by MITCHELL and put into

Date Dictated 12/28/81

By S/A ERNEST P. REPETTI EPR

Date Transcribed

At New York, N.Y.

File No. 20-0598-0001-A

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file on 9/17/81 when he prepared the demand letter. MR. BOBROFF was again reminded that he told me on 11/20/81 that the first time he knew of any loan from MITCHELL to ERNEST GREEN was in September 1981. He also was reminded that I had requested at that time he look into his file for the promissary note for $10,000, he stated he had prepared in September 1981. He was also reminded that he said the promissary note he prepared was for a transaction that had taken place a year or more ago. MR. BOBROFF replied that he was mistaken when he made those responses to me.

ERNEST P. REPETTI
Special Agent

LAW OFFICES
BOBROFF, OLONOFF & SCHARF

CHANIN BUILDING
122 EAST 42ND STREET
NEW YORK, N. Y. 10017
(212) 697-6910

HAROLD BOBROFF
ALFRED OLONOFF
HOWARD G. GAMLEN, [illegible]

September 17, 1981

Mr. Ernest Green
21 S Street N. W.
Washington, D. C. 20001

Re: Bert N. Mitchell

Dear Mr. Green:

Please be advised that I represent Mr. Mitchell, who has asked me to make demand upon you for the payment of $16,000.00 plus accrued interest. Please contact this office to make arrangements for payment of same.

Enclosed are copies of the notes executed by you against which no interest or principal payments have been made to date.

Sincerely yours,

BOBROFF, OLONOFF & SCHARF

Harold Bobroff

HB:bm
Enc.

cc Bert N. Mitchell

1/3

$6,000.00

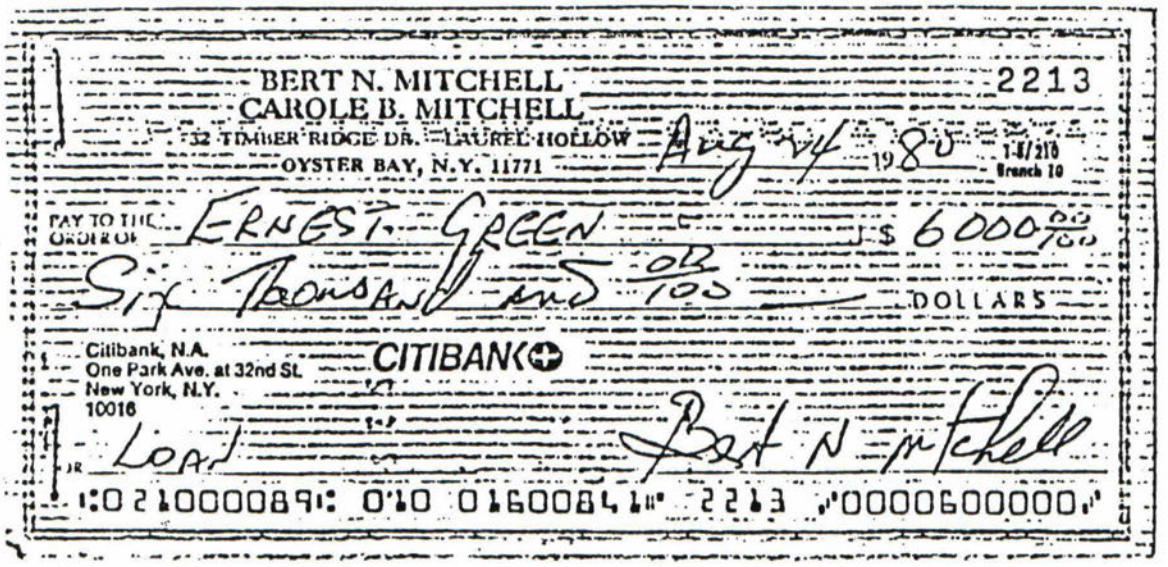
August 24, 1980

The undersigned for valuable consideration received does promise to pay on August 24, 1981, after date hereof, to Bert Mitchell, or to his order, the sum of Six Thousand and no/100 at 32 Timber Ridge Drive, Laurel Hollow, Oyster Bay, New York 11771 or such other address as the holder of this note may from time to time direct.

Interest on the unpaid principal shall be payable at the rate of 8% per annum, semi-annually commencing February 24, 1981.

In the event of non-payment of interest or principal for a period of 10 days, this note shall be deemed in default in such event the undersigned waives presentment demand, protest, notice of protest and notice of dishonor.

ERNEST GREEN


BERT N. MITCHELL
CAROLE B. MITCHELL
32 TIMBER RIDGE DR. LAUREL HOLLOW
OYSTER BAY, N.Y. 11771

2213

Aug 24 1980

1-11/210
Branch 10

PAY TO THE ORDER OF ERNEST GREEN $ 6000 00/100

Six Thousand and 00/100 DOLLARS

Citibank, N.A.
One Park Ave. at 32nd St.
New York, N.Y.
10016

CITIBANK

FOR Loan

Bert N Mitchell

⑆021000089⑆ 010 0160084⑈ 2213 ⑈0000600000⑈

$10,000.00

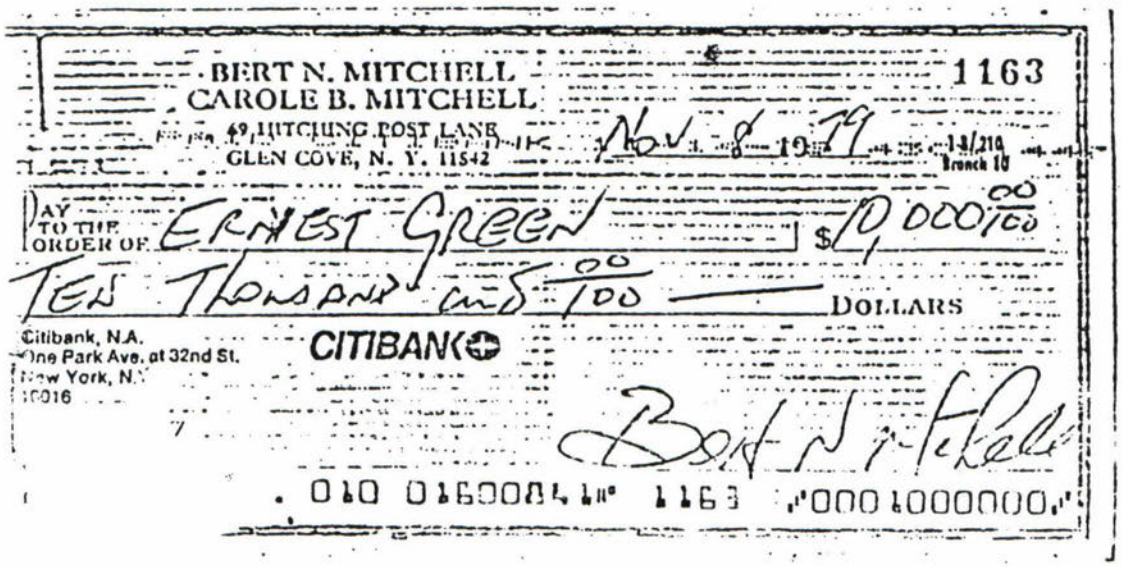
November 8, 1979

The undersigned for valuable consideration received does promise to pay on May 18, 1980, after date hereof, to Bert Mitchell, or to his order, the sum of Ten Thousand and no/100 at 69 Hitching Post Lane, Glen Cove, New York, N. Y. 11542 or such other address as the holder of this note may from time to time direct.

Interest on the unpaid principal shall be payable at the rate of 6% per annum, quarterly commencing February 18, 1980.

In the event of non-payment of interest or principal for a period of 10 days. This note shall be deemed in default in such event the undersigned waives presentment demand, protest, notice of protest and notice of dishonor.

ERNEST GREEN



ERNEST GREEN
21 S ST NW
WASHINGTON D.C. 20001

3/3

U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview January 5, 1982

1. On the above date I was present at the Small Business Administration, 26 Federal Plaza, New York, N.Y. I met with EDRIC C. ROSE, Assistant Regional Administrator, SBA and his Deputy, ROBERT QUIGLEY. The contract file pertaining to Mitchell/Titus, DOL, and SBA awarded in November 1980 was requested and reviewed. (copy of documentation attached) After review of file, Mr. QUIGLEY stated that everything appeared in order, with no unusual correspondence or notations. MR. ROSE and MR. QUIGLEY both indicated that they were not contacted by any DOL personnel, other than indicated by correspondence in the file folder.

2. On this same date, I interviewed GINA SANCHEZ, Assistant District Director, SBA regarding the awarding by SBA of the November 1980, DOL contract to MITCHELL/TITUS. MS. SANCHEZ reviewed the MITCHELL/TITUS business file and indicated that everything appeared in order. MS. SANCHEZ stated she was not personally contacted by DOL and does not know LAMOND GODWIN or ERNEST GREEN.

3. A letter (attached) was sent to MR. ROSE requesting additional documentation from SBA pertaining to Mitchell/Titus.

Ernest P. Repetti

ERNEST P. REPETTI
Special Agent

Date Dictated 1/5/82

By S/A ERNEST P. REPETTI

Date Transcribed

At New York, N.Y.

File No. 20-0598-0001-A

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1/2

U. S. Department of Labor

Office of Inspector General
90 Church Street
Room 1316-B
New York, N.Y. 10007

Reply to the Attention of:

January 7, 1982

Edric C. Rose
Assistant Regional Administrator
Small Business Administration
26 Federal Plaza
New York, N.Y. 10278

Dear Mr. Rose:

As per our meeting on January 5, 1982 with Mr. Quigley and yourself, I respectfully request the following information from your agency regarding an inquiry by our office pertaining to Mitchell/Titus and Co.

1. Copies of the business plan and annual review including amendments of Mitchell/Titus and Co. on file with SBA from 1978 to present.

2. The financial statements (quarterly and year end) submitted by Mitchell/Titus and Co. including personal statement reports of Mr. Mitchell and Mr. Titus from 1976 to present.

3. Copies of agreement for all advance payments requested by Mitchell/Titus from SBA. The schedule of advance payments including dates and amounts paid by SBA to Mitchell/Titus. The schedule of repayments by Mitchell/Titus to SBA including dates and amounts paid. A schedule of the Mitchell/Titus SBA account at Federal National Bank, indicating dates and amounts of deposits, and withdrawals.

Thanking you in advance for your cooperation.

Sincerely,

Ernest P. Repetti

Ernest P. Repetti
Special Agent

2/2

April 2, 1981

Bert N. Mitchell, Managing Partner
Mitchell/Titus & Co.
2 Park Avenue
New York, N.Y. 10016

Subject: Prime Contract No. 99-1-2821-18-16
Subcontract No. SB2-40-8(a)81C-025

Dear Mr. Mitchell:

This is to confirm our telephone conversation of April 1, 1981 wherein you were notified of the immediate cancellation of the above mentioned contract.

Should you require additional information or clarification, please contact the undersigned at (212) 264-1490.

Sincerely,

SB

Samuel Brown
Acting Supervisory
Contract Negotiator

cc: File
OBD/ss

western union Telegram

NYE151(1605)(1-015218I090002)PD 03/31/81 1605
TWX DOL WSH
70835 WASHDC MARCH 31 1981
PMS SMALL BUSINESS ADMINISTRATION
NEW YORK REGIONAL OFFICE
26 FEDERAL PLAZA
NEW YORK NY 10278

SB 2-40-8(a) 81C 205
SB 2-4-0-8(a) 81C-20
DLR
Mitchell Titus

YOUR CONTRACT NO. 99-1-2821-08-16 IS HEREBY TERMINATED IN ITS ENTIRETY PURSUANT TO CLAUSE 25(A) OF THE GENERAL PROVISIONS OF THE CONTRACT EFFECTIVE ON APRIL 1, 1981. IMMEDIATELY STOP ALL WORK, TERMINATE SUBCONTRACTS AND PLACE NO FURTHER ORDERS EXCEPT TO EXTENT THAT YOU OR A SUBCONTRATOR WISH TO RETAIN AND CONTINUE FOR OWN ACCOUNT ANY WORK IN PROCESS OR OTHER MATERIALS. TELEGRAPH SIMILAR INSTRUCTIONS
TO ALL SUBCONTRACTORS AND SUPPLIERS. LETTERS AND INSTRUCTIONS FOLLOW.

W.U. 1201-SF (RS-83)

western union Telegram

WILLIAM J KACVINSKY CONTRACTING OFFICER OFFICE OF NAT'L PROGRAMS
U S DEPT OF LABOR/ETA WASH., DC 20213. TWX 7108229531.
NNNN

Deputy Director
376 6093
Memphis 4/22

NOTIFIED MR MITCHELL
4/1/81 OF CANCELLATION
AND TELEGRAM RECEIVED
& HIM.
S.B.

4/1

Mr. Jesse R. Quigley
Deputy Assistant Regional Administrator
for Minority Small Business/COD

SB2-40-8481C-1
99-1-2821-08-

I have reviewed this ~~modification~~/contract and recommend acceptance and signature by SBA.

Contract Negotiator — 11-13-8 Date

Acting Supervisory Contract Negotiator — 11/13/80 Date

1/1

APPROVAL OF AWARD

SUBCONTRACT NO.

SBA-40-8181C-025

PRIME CONTRACT NO.

99-1-2821-08-16

COMPANY

Mitchell Titus Company

TOTAL AMOUNT

$ 80,000.00

ITEM(S)

Provide Technical Support in the Development of a Unified Management System Handbook

APPROVED FOR PROGRAM DEVELOPMENT

Leslie W. Chew — PDO Signature

11/13/80 — Date

APPROVED FOR LEGAL SUFFICIENCY

Counsel

11/13/80 — Date

APPROVED FOR CONTRACT AWARD

Negotiations Branch

11-13-80 — Date

SBA Form 1016 (11-71) PIP: SOP 60 43

1/1

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
TWO PARK AVENUE, NEW YORK, N.Y. 10016 (212) 686-4777

BERT N. MITCHELL, CPA
ROBERT P. TITUS, CPA
JEFFREY D. GREEN, CPA
RONALD P. WALKER, CPA
PHILLIP P. WILLIAMS, CPA
N. JERRY PALUMBERI, CPA
VIRGILIO BLONDET, JR., CPA

November 13, 1980

Mr. Gus Romain
U.S. Small Business Administration
New York Regional Office
26 Federal Plaza
New York, NY 10007

Re: Contract No. SNPA-80-42-8

Dear Gus:

Enclosed herewith please find six signed copies of the subcontract agreement to the SBA from Mitchell/Titus & Co. for work to be done for the Department of Labor. The other package submitted herewith contains the master contracts signed by the Department of Labor.

Would you be kind enough to have these contracts signed as soon as possible. We will be pleased to pick up the signed copies and hand-deliver them to the contracting officer at the Department of Labor in Washington, D.C.

Very truly yours,

MITCHELL/TITUS & CO.

Bert N. Mitchell

Bert N. Mitchell
Managing Partner

BNM/cd
Enclosures

NOV 10 1980

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
WASHINGTON, D.C. 20213

TNPC:/ Lillie Watts
(202) 376-7161

Small Business Administration
New York Regional Office
26 Federal Plaza
New York, New York 10278

RE: Prime Contract No. 99-1-2821-08-16
Subcontract No.
Name of 8(a) Subcontractor: Mitchell/Titus and Company

Dear

Enclosed are six (6) copies each of the above-referenced prime and subcontract.

The six (6) prime contract copies have been executed by our Contracting Officer and are forwarded to the Small Business Administration for completion.

Please have the Subcontractor sign all six (6) subcontract copies. After execution by the SBA Contracting Officer, the following distribution should be made: One (1) copy each of the prime and the subcontract to the Subcontractor; two (2) copies each of the prime and the subcontract to the U. S. Department of Labor, Employment & Training Administration, Office of National Programs, Division of Contracting Services, Room 6328, Patrick Henry Bldg., 601 D Street, N. W., Washington, D. C. 20213, (ATTN: Ms. Lillie Watts).

The remaining three (3) prime contract and three (3) subcontract copies are for your records.

Sincerely,

LAMOND GODWIN
Contracting Officer
Office of National Programs

Enclosure

1/

NOV 10 1980

MEMORANDUM OF NEGOTIATIONS

Subject: Exploratory, Negotiations and Award Recommendation - Provide Technical Support in the Development of a Unified Management System Handbook.

Contractor: Mitchell/Titus and Company
2 Park Avenue
New York, New York 10278

Exploratory discussions were conducted with the subject 8(a) contractor which reflected a high degree of capability in the area of assistance required

Based upon the above satisfactory discussions relative to the Department of Labor Statement of Work, the Mitchell/Titus & Co. was requested to furnish both a formal technical and cost proposal.

Mitchell/Titus & Co. furnished the proposals in a timely fashion, and the proposals were reviewed and evaluated in conjunction with Department of Labor Program Officials and Small Business Specialist.

The Department of Labor rating panel stated that Mitchell/Titus & Co. technical proposal ranked high and fully displayed the qualifications to accomplish the proposed tasks.

The Department of Labor determined that Mitchell/Titus & Co. be awarded a cost-reimbursable (Time & Materials) type-contract in the estimated amount of $80,000.00. The rates outlined in the contract includes related clerical support, overhead and profit. The Contractor will not receive any mark-up on travel and per diem, consultants, or any other expenses.

Legal review is not required within the Department of Labor, ETA for 8(a) requirements.

Using the general criteria set forth in FPR 1-1.1204, I hereby determine that the above-named contractor is responsible and has the necessary capability of performing the tasks and meeting its responsibility under the contract.

Contracting Officer
Office of National Programs

Lillie M. Watts
Contract Specialist
ONP

Linda Maldonado
Federal Representative

2/2

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
1825 K Street, N.W. Washington, D.C. 20006 (202) 293-5713

SEP 3[illegible]

BERT N. MITCHELL, CPA
ROBERT P. TITUS, CPA
JEFFREY D. GREEN, CPA
RONALD P. WALKER, CPA
PHILLIP P. WILLIAMS, CPA
N. JERRY PALUMBERI, CPA
VIRGILIO BLONDET, JR., CPA

September 30, 1980

RECEIVED
SEP 30 3 02 PM '80
US DOL/ETA
DIVISION OF
CONTRACTING
SERVICES

Ms. Lily Watts
Contract Specialist
U.S. Department of Labor
601 D Street, N.W.
Washington, D. C. 20213

Dear Ms. Watts:

Reference Contract with ETA
Unified Management System

Pursuant to your telephone conversation with Bert N. Mitchell, managing partner of our firm, I am writing to you regarding the type of contract to be written between us and the Department of Labor on the above subject matter.

First, we believe that because of the nature of the task to be performed, it is advantageous to the Government to use a time and material contract as opposed to a cost reimbursement contract, Accordingly, we are suggesting that the contract be styled in such a fashion that all labor hours be charged at an hourly rate as calculated in our cost proposal and which is based on the following formula:

> Direct Labor Costs plus Indirect Costs on Direct Labor of 160% and Profit of 10% of the Above

This rate determination is consistent with what we have used with all Federal departments and we will be happy to provide justification for same.

With respect to out-of-pocket expenses, such as travel, printing costs, etc., no overhead or profit will be added to those elements. Since we perceive this contract function to be primarily one of technical services it is those services that a profit factor is being charged on and therefore, although a 10% profit is used, the

overall profit of the contract, because of out-of-pocket expenses, will be substantially less than the 10% added to our labor factor.

The hourly rate is calculated based on the level of personnel being assigned to the contract as stated in our cost proposal. We would like to offer you an option of using our billable rate for stratified level of personnel or a composite rate of $52.50 per hour for all personnel to be used on the contract, this composite rate approach is typically used for simplification of billing and monitoring purposes.

In summation, therefore, we are proposing that the contract be writte with a price of $80,000 with charges to be reported for professional services at an hourly rate based upon the stratified cost of partner at $69.75 per hour, senior consultant, $69.75 per hour, staff consultants, $42.00 per hour, editor, $22.00 per hour. If you care to use an optional approach then all of these staff personnel could be billed at a composite rate of $52.50 per hour. In addition, all out-of-pocket costs for travel and supplies directly related to the project would be billed, these costs being identified in our cost proposal.

We wish to point out that because of overhead costs being interpolate into the hourly rate there would be no additional costs for services such as secretarial services, personnel, etc.

Please contact me at your earliest convenience in order for us to resolve this matter.

Very truly yours,

MITCHELL, TITUS & CO.

Ronald P. Walker

Ronald P. Walker
Partner in Charge

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
1825 K Street, N.W., Washington, D.C. 20006 (202) 293-5713

BERT N. MITCHELL, CPA
ROBERT P. TITUS, CPA
JEFFREY D. GREEN, CPA
RONALD P. WALKER, CPA
PHILLIP P. WILLIAMS, CPA
N. JERRY PALUMBERI, CPA
VIRGILIO BLONDET, JR., CPA

September 19, 1980

Ms. Lily Watts
Contract Officer
U.S. Department of Labor
601 D Street, N.W.
Washington, D. C. 20213

Dear Ms. Watts:

Per a discussion yesterday with Linda Maldanado, we have been requested to submit five copies of a revised timing and staffing estimate for our contract to provide management advisory services in the implementation of the Unified Management System of ETA.

You will note that certain of the tasks within Project I have been revised in terms of the week of performance of such.

We trust that, with this information, our contract proposal has been properly finalized and documented. Please do not hesitate to call me should you have any further questions.

Very truly yours,

MITCHELL, TITUS & CO.

Ronald P. Walker

Ronald P. Walker
Partner in Charge

Enclosures

1/2

TIMING AND STAFFING ESTIMATE FOR JOB

	Weeks 1	2	3	4	5	6	7	8	Estimated Person Days: Project Manager	Senior Consultant	Staff Consultants	Editor & Graphics Consultants
PROJECT 1												
1. Review UMS, develop index, and obtain approval from OMA for handbook	→								5	5	4	1
2. Pre-edit and type handbook		→							5	1	10	5
3. Layout and graphics preparation		→							2	1	10	4
4. Review final product with OMA prior to production; act as liaison with DOL printing office			→						5	1	10	
5. Finally edit, index, proofread, and assemble handbook					→				5		20	5
6. Design 1-day course				→					1	2	6	1
PROJECT 2												
1. Design quarterly presentations for Senior Staff								(A)	2	5	5	1
PROJECT 3												
1. Consult on implementation and strengthening of UMS and recommend changes to handbook								(B)	5	25	15	3
									30	40	80	20

A. Commences immediately upon completion of Project 1 through March 1981.
B. Commences immediately upon completion of Project 2 through September 1981.

MITCHELL/TITUS & CO.

Proposal

for

Management Advisory Services

for

United States Department of Labor
Employment and Training Administration's

Unified Management System

Submitted by

Mitchell, Titus & Co.
Certified Public Accountants
1825 K Street, N.W.
Washington, D. C. 20006
202/293-5713

Contact Person
Ronald P. Walker, Partner

August 18, 1980

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS

Proposal

for

Management Advisory Services

for

United States Department of Labor
Employment and Training Administration's

Unified Management System

Submitted by

Mitchell, Titus & Co.
Certified Public Accountants
1825 K Street, N.W.
Washington, D. C. 20006
202/293-5713

Contact Person
Ronald P. Walker, Partner

August 18, 1980

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MITCHELL/TITUS & CO
CERTIFIED PUBLIC ACCOUNTANT
1825 K Street, N.W. Washington, D.C. 20006 (202) 293-5

BERT N. MITCHELL, CPA
ROBERT P. TITUS, CPA
JEFFREY D. GREEN, CPA
RONALD P. WALKER, CPA
PHILLIP P. WILLIAMS, CPA
N. JERRY PALUMBERI, CPA

August 18, 1980

U.S. Department of Labor
Employment and Training Administration
Division of Management Analysis
601 D Street, N.W.
Washington, D.C. 20213

Attention: Jan Sten

Gentlemen:

It is our understanding that the Employment and Training Administration (ETA) is currently engaged in a major effort to improve internal operations through the development and implementation of the Unified Management System (UMS)—ETA's formalized method of identifying, coordinating, and controlling the various management processes currently utilized by ETA.

To complement its internal efforts, ETA is seeking management and technical assistance services for three major tasks.

- The production of a well-illustrated, crisply written, nontechnical manual describing the function, role, and use of UMS.

- The development of curriculum and training materials, appropriate for a 1-day training seminar, designed to familiarize ETA personnel with UMS and the UMS Manual. (Training will be conducted by ETA staff.)

- The preparation of a model quarterly report to ETA senior staff. Once refined, this quarterly report, which will draw heavily from the UMS data base, will be used by ETA senior staff to predict future resource needs; evaluate ETA planning, scheduling, and budgeting efforts; focus attention on problems in time to do something about them; and to evaluate the UMS itself.

In addition to these specific tasks, ETA is seeking assistance on the redesign of two major forms currently used by ETA senior personnel to monitor and evaluate organizational effectiveness. These are the Annual Work Plan (AWP) form and the Goals and Objectives (GO) form.

ETA's tentative targeted completion date for the UMS Manual is October 31, 1980; for the curriculum and training materials, November 5, 1980; and for the model quarterly report, March 1, 1981.

The purpose of the attached proposal is to describe the management and technical assistance services Mitchell, Titus & Co. is prepared to provide to ETA in conjunction with these three tasks.

Subject to completion of ongoing discussions with ETA personnel, our estimated costs for providing management and technical assistance services to ETA is eighty thousand dollars ($80,000). This estimate is subject to revision ninety (90) days from receipt of this proposal.

As will be evident from the attached proposal, Mitchell, Titus & Co. is uniquely qualified to assist ETA in its efforts to improve internal operations through the introduction of a Unified Management System. We have provided assistance in the development and implementation of project control and management information systems to a variety of clients, whose problems and needs paralleled those of ETA.

More important, because so many of our current clients are Comprehensive Employment and Training Act (CETA) prime sponsors, Mitchell, Titus & Co. is especially sensitive to the information needs of ETA and the growing demand for a Unified Information Management System.

We wish to thank you for giving us the opportunity to submit this proposal. We look forward to working with you. Your task is as difficult as it is important.

Very truly yours,

MITCHELL, TITUS & CO.

Ronald P. Walker

Ronald P. Walker
A partner duly authorized to
bind the offeror

9/12

SECTION I. TECHNICAL PROPOSAL

I. MITCHELL, TITUS & CO.: BACKGROUND INFORMATION

Mitchell, Titus & Co. was founded in April 1973 as a full-service certified public accounting firm, offering assistance in the areas of auditing, accounting, taxation, general business management, and financial consulting. To supplement these basic services, the firm, through its Management Advisory Services Division (MAS), has steadily developed its capabilities in the planning, development, and implementation of project control, management information and budgetary systems.

Recent governmental clients of MAS include the Agency for International Development (AID), the U.S. Department of Labor (DOL), and the City of New York. MAS has also provided management and technical assistance in the areas of management systems development, of project control, and budgetary systems to The Ford Foundation, Manpower Demonstration Research Corporation (MDRC), and the Recruitment and Training Program, Inc. (RTP).

Mitchell, Titus & Co. has also audited numerous local government and non-profit organizations funded by Federal agencies, such as the Office of Minority Business Enterprise (OMBE), the Community Development Agency (CDA), the U.S. Department of Health, Education, and Welfare (HEW), and the Environmental Protection Administration (EPA). The firm, therefore, is quite knowledgeable about the Federal Government's fiscal and managerial reporting standards. In addition, staff members regularly attend lectures and seminars on various subjects related to Federal Government accounting and information systems practices, presented by the American Institute of Certified Public Accountants (AICPA) and the Association of Governmental Auditors (AGA).

Principal Staff. Mitchell, Titus & Co., currently registered with the Small Business Administration as a Section 8(a) contractor, has earned a reputation for competence, integrity, and independence. All of the partners in the firm are members in good standing in the AICPA. Managing partner, Bert N. Mitchell, MBA, CPA, has published over 50 articles in professional accounting and management journals. He currently serves as a director of the AICPA, the New York State Board of Public Accountancy, the National Association of Minority CPA firms, and the New York State Society of Certified Public Accountants. Mr. Mitchell has served as a contributing editor of Black Enterprise magazine since January 1972.

Ronald P. Walker, MBA, CPA, partner in charge of the Washington office of Mitchell, Titus & Co., formerly served as a financial advisor to The Ford Foundation and as a senior accountant with Arthur Andersen & Co. A graduate of New York University's School of Business and Public Administration and the Stanford University Graduate School of Business, Mr. Walker has had extensive auditing and management systems development experience in engagements involving numerous governmental agencies, including DOL, HEW, and EPA.

Dr. Bernard R. Gifford, principal in charge of the firm's Management and Advisory Services Division, was a Visiting Professor of Public Management Techniques at the Massachusetts Institute of Technology during the 1978-79 academic year. Dr. Gifford, who has written numerous articles on public sector management, measuring productivity in the public sector, and project control

and management information systems, served as Deputy Chancellor and Chief Business Affairs Officer of the New York City Board of Education between 1973 and 1977. Prior to joining the New York City Public Schools, Dr. Gifford served as President of the New York City Rand Institute.

Previous Relevant Engagements

Mitchell, Titus & Co. is currently engaged in a number of assignments requiring the firm to provide management services and technical assistance in the area of information systems development and implementation. Described below are just a few of these assignments.

Department of Labor. Mitchell, Titus & Co. is currently engaged as a management consulting subcontractor to provide financial management systems technical assistance and training to prime sponsors of Migrant and Seasonal Farmworker Employment and Training Programs, under Title III, Section 303 of the Comprehensive Employment and Training Act (CETA). As a result of the successful completion of a number of assignments under this engagement, the firm was asked to provide similar assistance to prime sponsors of Native American Employment and Training Programs (Title III, Section 301) and to low- and moderate-income housing sponsors receiving funding from DOL. Our work with CETA Title III prime sponsors has made us intimately familiar with DOL grant and contract compliance requirements.

City of New York. Mitchell, Titus & Co. recently completed an assignment to prepare a manual describing the personnel policies and practices, and th credit review, allocation, and processing procedures of the Municipal Credit Union (MCU), an independent organization of City of New York employe Both manuals were adopted by the MCU, and have been continuously updated by MCU staff, with minimal assistance from our firm.

Manpower Demonstration Research Corporation (MDRC). Mitchell, Titus & Co. has served as MDRC's auditors for a number of years. MDRC is one of DOL's major nongovernmental CETA (Title IV) prime sponsors. The firm was engaged to perform eligibility documentation tests of CETA program participant enrolled under the Youth Incentive Entitlement Pilot Projects (YIEPP) in three states--Colorado, Ohio, and Mississippi. This engagement required deployment of three project management teams of five auditors and systems analysts to selected cities to review and test record-keeping and management information systems of MDRC subcontractors, for compliance with CETA eligibility requirements. The results were reported to MDRC for transmittal to responsible DOL staff.

The Ford Foundation. Two major subsystems in The Ford Foundation's comprehensive management information system were designed, developed, and implemented by two partners of Mitchell, Titus & Co.: the grant management status monitoring system and the international field office financial reporting subsystem. Reports generated by these two subsystems enable senior staff of The Ford Foundation to monitor and evaluate program and administrative operations on a timely basis.

1. MITCHELL, TITUS & CO.: BACKGROUND INFORMATION (continued)

Recruitment and Training Program, Inc. (RTP). This major national not-for-profit organization operates a variety of employment training programs at 25 locations throughout the United States. Mitchell, Titus & Co. provides comprehensive accounting, financial planning, and operational auditing services to RTP, one of the top five nongovernmental CETA prime sponsors. The firm designed and installed a decentralized accounting system for RTP, which permits senior staff to separately monitor the expenditures against budget performance of more than 100 individual program units. The RTP accounting and financial control system's chart of accounts, designe to comply with DOL fiscal requirements, has been adopted by other similar CETA prime sponsors.

II. UNDERSTANDING WORK TO BE PERFORMED

During the past fiscal year (1979-80) ETA's Division of Management Analysis (DMA) has been working on the design of a Unified Management System. In order to identify the information needs of ETA's senior staff--as well as the management-related information needs of key supervisors and managers of key ETA administrative subunits, and to increase the likelihood of successful implementation of UMS, an ETA steering committee has been working for the past year on UMS specifications and requirements.

According to DMA and the ETA/UMS steering committee, the purpose of the UMS is "to establish a useful system which will produce clear direction, realistic plans of action, and clear accountability for results." While UMS, in and of itself, can produce nothing, if well-designed and carefully implemented, UMS can be an important tool for ETA staff at all levels, as they carry out the five basic functions, and their related activities, that make up what is called management work; these basic functions are Planning, Organizing, Staffing, Directing, and Controlling. They are briefly described below:

Function 1. Planning. Determining what work must be done.

1. Defining roles and missions. Determining the nature and scope of the work to be performed.

2. Determining key results areas. Determining where to invest time, energy, and talent.

3. Identifying and specifying performance indicators. Determining measurable factors on which objectives may be set.

4. Selecting and setting objectives. Determining results to be achieved.

5. Preparing action plans. Determining how to achieve specific objectives.

   - Programming. Establishing a sequence of actions to follow in reaching objectives.
   - Scheduling. Establishing time requirements for objectives and action steps.
   - Budgeting. Determining and assigning the resources required to reach objectives.
   - Fixing accountability. Determining who will see to the accomplishment of objectives and action steps.
   - Reviewing and reconciling. Testing and revising a tentative plan, as needed, prior to commitment to action.

Function 1. Planning. Determining what work must be done. (Continued)

6. Policymaking. Establishing rules, regulations, and guidelines.

7. Establishing procedures. Determining consistent and systematic methods of handling work.

Function 2. Organizing. Classifying and dividing the work into manageable units.

1. Structuring. Grouping the work for effective and efficient production.

2. Integrating. Establishing conditions for effective teamwork among organizational units.

Function 3. Staffing. Determining the requirements for and ensuring the availability of personnel to perform the work.

1. Determining personnel needs. Analyzing the work for personnel capabilities required.

2. Selecting personnel. Identifying and appointing people to organizational positions.

3. Developing personnel. Providing opportunities for people to increase their capabilities in line with organizational needs.

Function 4. Directing (leading). Bringing about the human activity required to accomplish objectives.

1. Assigning. Charging individual employees with job responsibilities or specific tasks to be performed.

2. Motivating. Influencing people to perform in a desired manner.

3. Communicating. Achieving effective flow of ideas and information in all desired directions.

4. Coordinating. Achieving harmony of group effort toward the accomplishment of individual and group objectives.

Function 5. Controlling. Ensuring the effective accomplishment of objectives.

1. Establishing standards. Devising a gauge of successful performance in achieving objectives.

2. Measuring performance. Assessing actual versus planned performance.

3. Taking corrective action. Bringing about performance improvement toward objectives.

Each of these functions and activities identified above is performed by every supervisor and manager in ETA. The differences are ones of magnitude and frequency.

The biggest variation on proportionate effort is the directing function. The closer the supervisor or manager is to ETA subcontractors (prime sponsors), the larger is the proportion of effort likely to be devoted to the directing function. Conversely, the further away from direct contact with ETA subcontractors, the less time and effort should be devoted to directing and more attention given to other functions, such as planning, organizing, and controlling.

The challenge to DMA, as it seeks to implement UMS, is to convince ETA supervisors and managers, representing a wide variety of interests and missions, that UMS will be worth the effort and energy required for successful implementation of UMS.

Unified Management System Manual

Mitchell, Titus & Co. will assist DMA in this major and important management improvement effort by initially producing with assistance from the DOL printing office a manual explaining the role and function of UMS based on an approved final draft to be supplied by DOL/ETA. Mitchell, Titus & Co. will, during the course of handbook production, serve as liaison with the DOL printing office. The manual will serve three audiences: ETA senior staff and top managers who want a broad conceptual description of how UMS "works," ETA staff responsible for planning, organization, and controlling ETA activities, and UMS users.

Specifically, Mitchell, Titus & Co. will:

1. Edit the Handbook for consistent writing style, accurate spelling, low fog count, general clarity, and consistent format; and create a complete index, glossary, and list of abbreviations used in the Handbook.

   The edited Handbook will be reviewed and approved by ETA.

II. UNDERSTANDING OF WORK TO BE PERFORMED (Continued)

Unified Management System Manual (Continued)

Specifically, Mitchell, Titus & Co. will: Continued)

2. Recommend alternative formats for the Handbook, including tabs, color coding, graphics, cover art, binders, etc., for selection, and approval by ETA.

3. Secure all graphics, tabs, binders, and duplication of materials for the UMS Manual.

4. Serve as liaison between OMA and the DOL printing office during production of the UMS Handbook.

5. Completely assemble 500 UMS Manuals.

ETA/UMS Training Seminar

Mitchell, Titus & Co. will also prepare curriculum and materials appropriate for a one-day experimental "hands on" training seminar on the UMS for ETA staff. The curriculum will stress the advantages of the UMS for ETA staff, and instruct them how to use the UMS reports in the correst way. In preparing the curriculum for the UMS training seminar, Mitchell, Titus & Co. will draw mainly from UMS design and documentation materials prepared by DMA staff.

The training program development model which will be followed can be broken down into seven major steps:

1. Determine and record job information. Job information details how UMS users in ETA must be able to perform. This information must exist in some form in order for the training to be job relevant.

2. Specify the objectives (or requirements) of training. In general, training requirements result from the differences between job performance requirements and trainee capabilities before training.

3. Identify and sequence appropriate units of training. Total training content is subdivided into units, parts, or lessons which can be efficiently taught together. These units should be ordered so as to best support learning.

4. Arrange the material to be taught within each unit in the order that will permit optimal learning. The order or sequence in which material is taught is most significant to effective learning.

5. Select the most effective method to teach each type of material. The method is the manner or technique by which the material is taught, for example, practice or drill, progressive (simple to complex) parts, and presentations.

II. UNDERSTANDING OF WORK TO BE PERFORMED (Continued)

ETA/UMS Training Seminar (Continued)

6. Design appropriate training aids and materials. These include charts, slides, films, simulators, dummy media, and practice media.

7. Specify appropriate proficiency measures and their application within the training sequence. These are simply tests and other evaluative measures to determine the efficiency of training and the degree of learning at different points in the learning session.

The UMS training seminars will be conducted by DMA/ETA staff. It is expected that the DMA/ETA training staff will conduct no fewer than 12 training sessions, which will be attended by 20 trainees per session.

Forms Redesign. In addition to preparing a UMS Manual and developing a UMS training program, Mitchell, Titus & Co. will work closely with DMA staff in redesigning two forms currently used as management tools by ETA planning staff: the Annual Work Plan Form and the Goals and Objectives Form.

Model Quarterly Report. Following the completion of the three tasks outlined above, Mitchell, Titus & Co. will assist DMA staff in the preparation of a model quarterly report, designed for ETA senior staff. This quarterly report, which will draw heavily from the UMS data base, will be used by ETA senior staff to monitor ETA's accomplishment of its major objectives, with particular emphasis on establishing standards, measuring performance, and taking corrective action.

Methodology

The methodology which will be used to complete the four tasks outlined above is straightforward. Information from UMS design documents, operating instructions, DMA memoranda, and any other existing documents describing the processes and functions of UMS will be carefully reviewed. Other sources of information to be reviewed include current reports on existing DOL management information systems, work flowcharts, job descriptions, organization mission statements, reviews, evaluations, etc., regulations, and requirements imposed by the Congress.

It should be noted that this approach may also yield important information about the utility of the UMS, as currently designed. At the end of the engagement DMA staff should be able to answer the following questions:

- Was the current ETA management environment completely explored?
- Have all the information requirements of ETA senior staff been identified?

II. UNDERSTANDING OF WORK TO BE PERFORMED (Continued)

Methodology (Continued)

- Is the estimated time schedule for implementing UMS realistic?
- Have a sufficient number of system design alternatives been explored?
- Did the ETA/UMS steering committee review the use of all actual reports and files in the present management system?
- Were all of the potential UMS users consulted during the study? Are their comments and suggestions recorded or summarized?

Needless to say, answers to these questions would permit DMA to identify UMS implementation barriers and to prepare UMS system modifications.

Consultation on Implementation

From the understanding of UMS developed during preparation of the Handbook, training seminars, and quarterly report, we will advise and assist ETA with implementation of the Unified Management Systems primarily during the third and fourth quarters of fiscal 1981. The methodology discussed above will be used.

We will recommend refinements to or changes in the components of UMS for inclusion in a revised handbook and prepare the text of the revision for duplication for delivery September 30, 1981.

TIMING AND STAFFING ESTIMATE FOR JOB

	Weeks 1	2	3	4	5	6	7	8	Estimated Person Days: Project Manager	Senior Consultant	Staff Consultants	Editor Graphic Consulta
PROJECT 1												
1. Review UMS, develop index, and obtain approval from OMA for handbook	→								5	5	4	1
2. Pre-edit and type handbook		→							5	1	10	5
3. Layout and graphics preparation			→						2	1	10	4
4. Review final product with OMA prior to production; act as liaison with DOL printing office			→						5	1	10	
5. Finally edit, index, proofread, and assemble handbook						→			5		20	5
6. Design 1-day course							→		1	2	6	1
PROJECT 2												
1. Design quarterly presentations for Senior Staff								(A)	2	5	5	
PROJECT 3												
1. Consult on implementation and strengthening of UMS and recommend changes to handbook								(B)	5	25	15	3
									30	40	80	20

A. Commences immediately upon completion of Project 1 through March 1981.
B. Commences immediately upon completion of Project 2 through September 1981.

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS

III. QUALIFICATIONS OF THE STAFF TO BE ASSIGNED

Mitchell, Titus & Co. prides itself on the professional and educational credentials of its staff. Because of these credentials, we feel that we can assure clients that our engagements are performed by high caliber personnel. You will note from the exhibit below that over half of our professionals are CPA's and more than one-half have advanced degrees. The quality of our staff is a reflection of the quality of the services that we provide. One of the tenets of M/T & Co. is our commitment to quality services.

Staff Classification	Number of Staff	Holders of Bachelor's Degree	Holders of Master's Degree	Holders of CPA Cert.
Partners	7	7	5	7
Managers/Supervisors	10	10	7	9
In-Charge Seniors	8	8	5	5
Semi-Senior Accountants	20	20	10	9
Staff Accountants	15	15	8	2
Total	60	60	35	32

Due to the highly technical nature and complexity of the engagement we will be assigning only upper level staff to the project. The key individuals who will be assigned to this engagement are as follows:

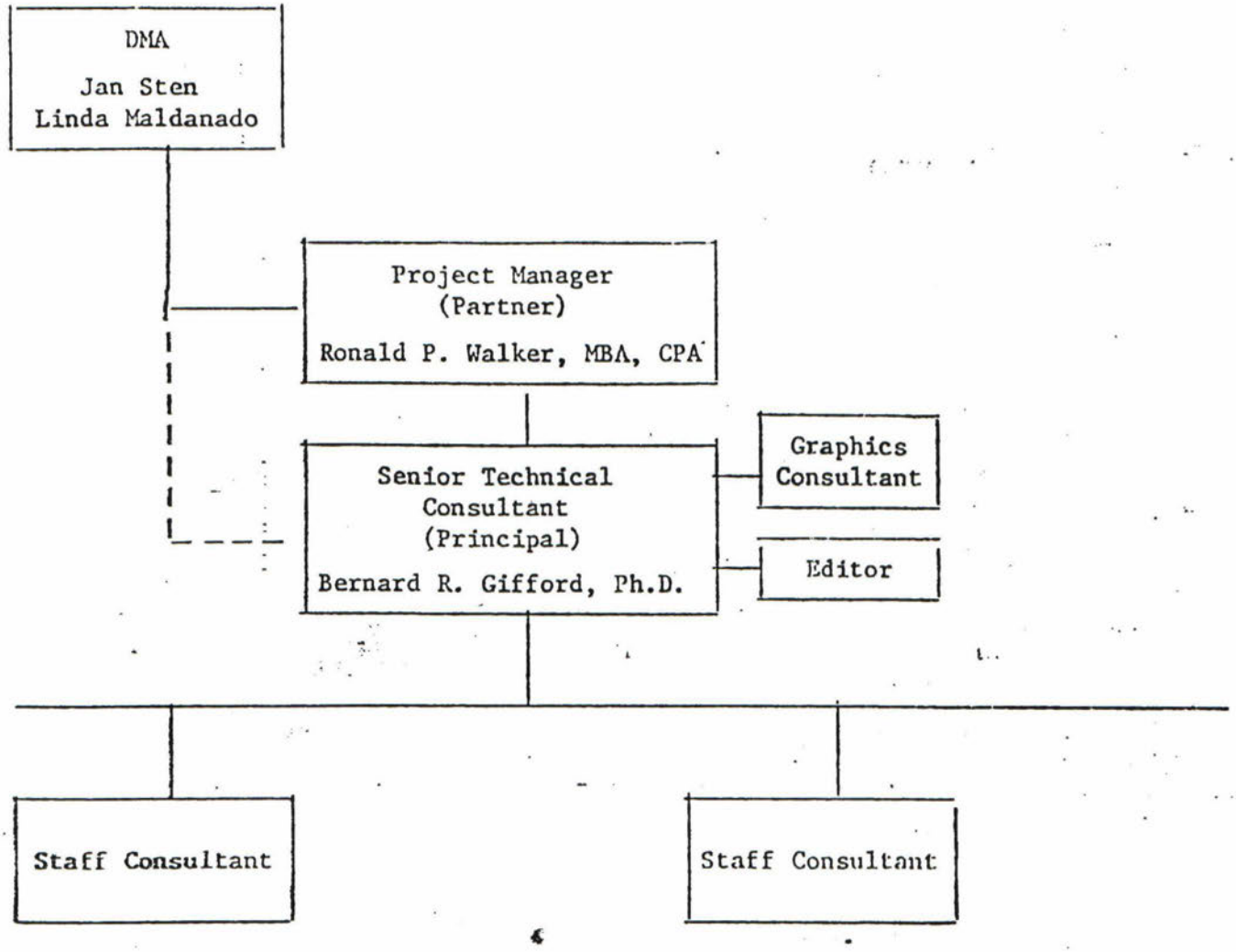
	Classification	Audit Team Title
Ronald P. Walker, MBA, CPA	Partner	Project Manager
Bernard R. Gifford, Ph.D.	Principal	Senior Technical Consultant
Stephen S. Wolk, CPA	Staff Consultant	Staff Consultant
To be assigned	Staff Consultant	Staff Consultant
Phillip Fried, Ph.D.	Firm Editor	Editor
To be assigned	-	Graphics Consultant

Brief resumes for the above individuals are on the pages that follow. Staff accountants with appropriate experience will be assigned. As will be evident from the resumes, all of the above members have had experience in engagements involving management practices in the public sector.

The project team will be organized and managed in accordance with reporting lines and responsibilities depicted in Exhibit I on the next page.

EXHIBIT I

PROJECT TEAM ORGANIZATION CHART



The duties and responsibilities of the various project team members are as follows:

- Project Manager --is responsible for total control over the completion of the contract and reviews and approves all deliverables. He will coordinate and supervise initial production of the Handbook. He reports directly to DMA concerning all matters regarding project progress and/or problems.

- Senior Technical Consultant--is responsible for the successful completion of all project tasks and deliverables. In addition, he is responsible for all field work subsequent to Handbook completion and ensuring technical quality and accuracy. He reports to DMA on all activities concerning project progress/ problems.

- Staff Consultants--report to the Senior Technical Consultant and they are responsible for carrying out the project tasks assigned to them.

- Graphics Consultant--supports and reports to the Senior Technical Consultant in the design and creation of cover art, color coding, graphics, and binding for the Handbook, training materials, and quarterly report presentation.

- Editor--edits all narrative and supervises proofreading and typing of all project deliverables.

Ronald P. Walker, MBA, CPA

Project Team Title: Project Manager

EDUCATION:

Undergraduate -
B.S. - Accounting - 1969 - New York University
Graduate -
M.B.A. - Management Information Systems - 1979 - Stanford University

YEARS OF EXPERIENCE - 9

PROFESSIONAL LICENSE:

Certified Public Accountant, District of Columbia and State of New York

PROFESSIONAL AFFILIATIONS:

- Member, American Institute of Certified Public Accountants
- Member, District of Columbia Institute of Certified Public Accountants
- Member, New York State Institute of Certified Public Accountants

GENERAL WORK EXPERIENCE:

Mr. Walker is the partner in charge of the firm's Washington, D. C. office. He has been partner in charge of a wide range of government audit engagements as well as audits of major not-for-profit and commercial entities.

He served as international financial advisor to The Ford Foundation and was senior accountant with a major international accounting firm prior to that. His background includes testing and validation of voluminous financial information generated from large computer-based accounting systems.

He has extensive experience in the audit of construction contractors involved in large scale developments, both commercial and residential. He was also engagement partner in charge of Park Lake Housing Corporation and Greater Centennial Homes, Inc., two HUD-financed not-for-profit sponsored large scale residential developments.

RELEVANT EXPERIENCE

While with the Ford Foundation, the overall management system was reviewed by Mr. Walker with recommendations implemented with respect to the monitoring of grants and fiscal responsibility of grantees.

He has performed a management study of the National Council of Negro Women, Inc. and is currently assisting with the installation of management practices and procedures.

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Bernard R. Gifford, MS, P[illegible].

Project Team Title: Senior Technical Consultant

EDUCATION:

Undergraduate -
B.S. - Long Island University - Physics
Graduate -
M.S. - University of Rochester - Bio-Physics
Ph.D. - University of Rochester - Bio-Physics

YEARS OF EXPERIENCE 14

GENERAL WORK EXPERIENCE:

Dr. Gifford is a principal of the firm and is in charge of its Manag ment and Advisory Services Division. Previous to joining Mitchell, Titus & Co. he was resident scholar at the Russell Sage Foundation a Deputy Chancellor/Chief Business Affairs Officer of the New York Cit Board of Education. Prior to that he was President of the New York City Rand Institute during which time he headed a comprehensive stud of the budget and finance requirements for the City of New York duri its financial crisis.

He has lectured at various universities including a Visiting Profess ship in Public Management Techniques at the Massachusetts Institute Technology during the 1978-79 academic year. He has written numerou articles on public sector management, measuring productivity in the public sector, and project control and management information syste

RELEVANT EXPERIENCE:

As former president of a community-based economic development corpor tion in a major Northeastern U.S. city, Dr. Gifford was responsible for analysis and development of housing plans within over city plann and master plan frameworks. He has also performed analysis and made recommendations to the New York City Board of Estimates regarding financial feasibility of large scale housing projects financed throu Federally-funded state and local agencies.

He has advised private sector real estate developers and investors o project design and management techniques.

As Deputy Chancellor of the New York City Board of Education, Dr. Gifford reviewed and documented with the assistance of a nationa accounting firm the management system and practices of a $2.5 billio school system. As a result, the school system has enhanced its budg ing and personnel systems and, for the first time, was able to to ha its financial statements audited by independent Certified Public Ac- countants.

1f/3c

Phillip Fried, Ph.D.

Project Team Title: Editor

EDUCATION:

Undergraduate -
B.A. - English - Antioch College - 1966
Graduate -
M.F.A. - Writing - University of Iowa - 1968
Ph.D. - English - State University of New York at Stonybrook - 1

YEARS OF EXPERIENCE - 9

GENERAL WORK EXPERIENCE:

Dr. Fried is the firm editor in charge of its Word Processing center He is responsible for the review, editing, and proofreading of all reports issued by the firm and supervises a staff of statistical typists, utilizing the Word Processing equipment. He also schedules report production and manages the purchasing function for the Report Department

Dr. Fried is also the publisher of a semiannual magazine on poetry. He has also been an editorial assistant at a literary agency and a publications company. He has had considerable experience in the pro duction of a variety of publications.

Project Team Title: Field Senior Accountant

EDUCATION:

Undergraduate -
B.A. - Political Science - Ohio University - 1968
Subsequent accounting education - George Washington University, Benjamin Franklin University, University of Maryland

YEARS OF EXPERIENCE 11

PROFESSIONAL LICENSE:

Certified Public Accountant, State of Maryland

RELEVANT EXPERIENCE:

While at Mitchell, Titus & Co. Mr. Wolk has been responsible for reviewing financial statements of nonprofit recipients of Agency for International Development grants to assure compliance with generally accepted accounting principles as well as AID requirements.

Prior to joining Mitchell, Titus & Co., Mr. Wolk spent five years on the staffs of the Corporation for Public Broadcasting and the Public Broadcasting Service reviewing financial statements and supporting data of public television stations to negotiate cost components of various contracts in the industry.

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SECTION II. COST PROPOSAL

MITCHELL, TITUS & CO.
SCHEDULE OF CONTRACT COSTS
UNIFIED MANAGEMENT SYSTEM

Team Level	Billing Rate* Per Hour	Billing Rate* Per Day	Estimated Days	Total Estimated Cost
Partner	$69.75	$558	30	$16,740
Senior Consultant	69.75	558	40	22,320
Staff Consultants	42.00	336	80	26,880
Editor	22.00	176	10	1,760
				67,700
Reimbursable out-of-pocket costs:				
Graphics consultant @ $200 per day			10	2,000
Supplies and materials:				
Handbook				2,500
Training seminar				1,000
Quarterly management meeting				800
Travel expenses:				
20 roundtrips between New York and Washington, D. C. @ $150				3,000
60 days spent by New York staff in Washington, D. C. or Washington staff in New York @ $50 per day				3,000
		Total Contract Cost		$80,000

* These rates include direct salaries, overhead, and profit.

EXHIBIT B

MITCHELL, TITUS & CO.

CALCULATION OF BILLABLE HOURLY RATE

	Average Annual Salaries	Hourly Cost @ 2,080 Hours per Annum	Overhead @ 160%	Total Costs per Hour	Profit at 10%	Billable Hourly Rate
Partners & Principals	$50,000	$24.04	$38.46	$62.50	$6.25	$69.75
Staff Consultants	30,000	14.42	23.07	37.49	3.75	41.24
Editor	16,000	7.69	12.30	19.99	1.99	21.98

Mitchell, Titus & Co.
CALCULATION OF BASIS FOR HOURLY BILLING RATE

Total overhead costs (Exhibit D)	$815,638
Total direct costs - chargeable portion of professional salaries (Exhibit D)	$509,940
Overhead costs as a percentage of direct salaries =	
$815,638 ÷ $509,940	160%
Therefore in order to recover actual costs billing rate should be equal to:	
Overhead rate of	160%
Direct cost	100%
Total cost as a percentage of direct cost	260%
Add profit margin of 10% of total costs	26%
Total billing rate including profit as a percentage of direct costs =	286%

Mitchell, Titus & Co.
ALLOCATION OF DIRECT AND INDIRECT COST
BASED ON COST FOR THE YEAR ENDED
DECEMBER 31, 1979

	Total Costs	Allowable Direct Costs	Allowable Indirect Costs	Non-allowable Costs
Salaries:				
Partners	$240,000	$151,200	$88,800	$ -0-
Professional staff	484,500	358,740	125,760	-0-
Administrative staff	171,977	-0-	171,977	-0-
Computer services	65,772	-0-	65,772	-0-
Payroll taxes	69,854	-0-	69,854	-0-
Professional development	31,288	-0-	31,288	-0-
Travel	32,286	-0-	32,286	-0-
Business development	38,465	-0-	-0-	38,465
Rent and Maintenance	51,297	-0-	51,297	-0-
Equipment rental	20,642	-0-	20,642	-0-
Employee benefits	47,355	-0-	47,355	-0-
Insurance	10,439	-0-	10,439	-0-
Contributions	8,270	-0-	-0-	8,270
Interest expense	5,574	-0-	-0-	5,574
Other operating expenses	82,451	-0-	82,451	-0-
Bad debts	68,111	-0-	-0-	68,111
Local taxes	1,038	-0-	1,038	-0-
Depreciation	16,679	-0-	16,679	-0-
	$1,445,998	$509,940	$815,638	$120,420

20/22

EXHIBIT

Mitchell, Titus & Co.
COMPUTATION OF PROFESSIONAL SALARIES
ALLOCABLE TO ADMINISTRATIVE OVERHEAD

Classification	Number of Staff Persons	Average Annual Salaries	Total Salaries For the Year Ended December 31, 1979	Portion of Salaries Administrati and Fringe %	Amou
Partner	6	$40,000	$240,000	37	$88
Manager	4	30,000	120,000	30	36,00
Senior accountants	9	24,000	216,000	24	51,84
Junior accountants	8	15,000	120,000	24	28,80
Statistical typists	2	14,250	28,500	32	9,12
			$724,500		$214,5

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS

20/21

MITCHELL, TITUS & CO.

SCHEDULE OF OTHER OPERATING EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 1979

Miscellaneous	$1,644
Staff Recruitment Expenses	10,367
Legal Fees	2,059
Publications	5,061
Staticnery and Printing	25,928
Postage	2,858
Telephone	25,953
Firm Meetings	8,581
TOTAL	$82,451

Contract No. Mitchell, Titus
Modification No.

CONTRACT BUDGET SHEET

COST CATEGORIES

A. DIRECT COSTS:

1. Staff salaries/Wages ..... $ 23,707
2. Fringe Benefits for Staff ..... $ *
3. Staff Travel and Per Diem ..... $ 6,000
   a. Travel $ 3,000
   b. Per Diem $ 3,000
4. Consultant Fees ..... $ 2,000
5. Consultant Travel and Per Diem ..... $ -0-
   a. Travel $
   b. Per Diem $
6. Materials and Supplies ..... $ 4,300
7. Communications:
   (Telephone, Telegraph, Postage) ..... $ -0-
8. Supportive Services not covered under Items 1 through 7 above (i.e. temporary help for field studies, etc.) ..... $ -0-
9. Subcontract Costs ..... $ -0-

TOTAL ESTIMATED DIRECT COSTS ..... $

B. INDIRECT COSTS:

1. Overhead at 160 * % of $ 23,707 ... $ 37,931
   Dollar Ceiling $ 30,000
2. General and Administrative at ____ %
   of $ ..... $ -0-
   Dollar Ceiling $

TOTAL ESTIMATED INDIRECT COSTS ..... $

C. TOTAL ESTIMATED DIRECT AND INDIRECT COSTS .. $

D. FIXED FEE (IF APPLICABLE) 9.83% of 61,638 ... $ 6,062

E. TOTAL ESTIMATED COST INCLUDING FIXED FEE ... $ 80,000

* Fringe benefits are included in the overhead rate of 160%.

2/82 DCS-PR 80-5

U. S. DEPARTMENT OF LABOR
EMPLOYMENT & TRAINING ADMINISTRATION

SUMMARY - STAFF COSTS

(1) Budget Item Number	(2) Position Title	(3) Salary per Week or per Hour	(4)* % of Time to Project	(5) No. Weeks or No. Hours	(6) Total Amount
A-1	Bernard R. Gifford	24.04	5	240	5,770
	Ronald P. Walker	24.04	10	320	7,693
	Phillip Fried	7.69	5	132	1,015
	Staff consultants (2)	14.42	10	640	9,229
	* Estimated % of time between October 1980 and March 1981 only				
	TOTAL - Staff salaries & wages (budget item A-1.)				23,707

7/1/81

U. S. DEPARTMENT OF LABOR
EMPLOYMENT & TRAINING ADMINISTRATION

SUMMARY - STAFF COSTS (Cont'd.)

TOTAL A

A-2 Employer's Cost of Fringe Benefits for Staff: Included in ov rate

F.I.C.A. ___% x $_____.....$_____

Workmen's Compensation ___% x $_____.....$_____

Health & Welfare Insurance ___% x $_____.....$_____

Retirement ___% x $_____.....$_____

Pension ___% x $_____.....$_____

Other (Specify)_____....$_____

_____....$_____

TOTAL - Employer's cost of fringe benefits for staff (budget item A-2).....$_____

A-3 Staff Travel Expenses:

_____miles per week x _____ per mile x

_____weeks for use of _____

to transport staff members on project business.....$ 3,000

60 days per diem x $ 50.00 per day, in lieu of actual costs.....$ 3,000

TOTAL - Staff travel expenses (budget item A-3).....$_____

* 20 Washington, D. C.- New York shuttle flights @ $150.

Pa/Pr

A-4. CONSULTANT FEES

List below all consultant fees that are estimated as necessary for performance of this program/study:

NAME	Rate per Day	Number Days	TOTAL
Graphics consultant	$ 200	10	$ 2,000

TOTAL - CONSULTANT FEES (budget item A-4)..... $ 2,000

A-5 MATERIAL AND SUPPLIES

List below all materials and supplies that are estimated as necessary for performance of this program/study:

Type	Quantity	Unit Price	TOTAL
Handbooks	500	$ 5.00	$ 2,500
Training seminar	100 *	10.00	1,000
Quarterly reports	N/A**		800
* Cost of training packages			
** Cost of assembling materials for presentation to Management Committee			

TOTAL - MATERIAL AND SUPPLIES (budget item A-5) .. $ 4,300

A-6 COMMUNICATIONS

List below all communications costs that are estimated as necessary for performance of this program/study:

a. Telephone:

Base Rate $_____ per month for ____ months $_____

Toll Calls $_____ per month for ____ months based on average of _____ calls per month $_____

TOTAL.....$_____

b. Telegraph:

Telegrams $_____ per month for ____ months based on average of ____ telegrams per month $_____

c. Postage:

Postage $_____ per month for ____ months based on average of ____ letters/reports per month $_____

TOTAL - COMMUNICATIONS (budget item A-6).....$_____

30/36

A-7 SUPPORTIVE SERVICES

List below other services not supplied by staff which are a cost to the program/study on a flat rate basis and show method of calculation:

TYPE OF SERVICE	FURNISHED BY	FLAT RATE CALCULATION	TOTAL
			$

TOTAL - SUPPORTIVE SERVICES (budget item A-7).....$

A-8 SUBCONTRACT COSTS

List below all subcontractor costs that are estimated as necessary for performance of this program/study: (All proposed subcontracts costs in excess of $25,000 shall be submitted)

Name of Subcontractor	Estimated Amount of Subcontract	Type of Services or Material Subcontracted	TOTAL
	$		$

TOTAL - SUBCONTRACT COSTS (budget item A-8).....$

TOTAL - DIRECT COSTS (Section A).....$

B. INDIRECT COSTS

List below the indirect costs that are estimated as applicable for performance of this program/study:

If indirect costs are included, the offeror must attach a statement setting forth the proposed method of apportioning such costs (INDIRECT COST POOL) between this study and other activities of the offeror. The statement should also set forth the proposed provisional overhead or general and administrative rate, the basis for same, and whether or not this proposed rate is the latest recommended rate for the offeror on Government Contracts and the name of the Government Agency which approved the rate.

ANY RATES ACCEPTED AS PART OF THE PROPOSAL WILL BE PROVISIONAL RATES ONLY AND THE RESULTING CONTRACT WILL INCLUDE A NEGOTIATED OVERHEAD RATE CLAUSE IN ACCORDANCE WITH FEDERAL PROCUREMENT REGULATIONS 1-3.705-1.

1. Overhead at 160 % of 23,707 (Insert base) of $ _____ ..... $ 37,931

2. General and Administrative at ___ % of _____ (Insert base) of $ _____ ..... $ _____

TOTAL INDIRECT COSTS, Section B ..... $ _____

C. TOTAL ESTIMATED DIRECT AND INDIRECT COSTS ..... $ _____

D. Fixed Fee ..... $ _____

E. TOTAL ESTIMATED COST INCLUDING FIXED FEE ..... $ _____

CASE : 20307 REQ. NO. 7700-80-4051

SUBJECT: CONTRACT STATUS REPORT

CONTACT: LILLIE WATTS - 8-376-7161

PER MS LILLIE WATTS. 9/10/80 @ 11:20 A.M. - AGENCY IS AWAITING CONTRACTOR'S PRICE PROPOSAL WHICH IS EXPECTED THIS WEEK. AFTER RECEIPT, NEGOTIATIONS SHOULD BEGIN RIGHT AWAY AND IS EXPECTED TO BE COMPLETED BEFORE THE END OF THIS FISCAL YEAR.

Sam Brown

PER MS WATTS 9/24/80 @ 1:15

36/37

U. S. SMALL BUSINESS ADMINISTRATION
26 FEDERAL PLAZA
NEW YORK, NEW YORK 10278

OFFICE OF THE REGIONAL ADMINISTRATOR

August 26, 1980

Mr. Lamond Godwin, Administrator
Office of National Programs
U.S. Department of Labor
Employment and Training Administration
Washington, D.C. 20213

Re: Development of Unified Management System Handbook

Dear: Mr. Godwin

This is response to your letter dated July 28,1980 wherein you offered subject requirement to this office for 8(a) contracting.

In this regard, please be advised that Mitchell Titus and Company is the proposed 8(a) contractor for this procurement. Negotiations will be in accordance with FAR 1-1.713 and pursuant to 15 USC 637(a).

You are authorized to conduct negotiations with Mitchell Titus & Co. and transmit a memo of these negotiations to Mr. Michael McHale , Contract Negotiator, SBA, 26 Federal Plaza, NYRO, New York, N.Y. 10278, telephone (212)264-9480 . This memo should be signed and dated and state that the price is fair and reasonable to the Government. In addition, please submit the following documents

1. Copies of the prime & 8(a) subcontracts.
2. A copy of the RFP issued to the 8(a) concern.
3. A signed & dated technical & cost proposal from the 8(a) concern.

Any agreements which might be reached as the result of procuring agency negotiations must be approved by an authorized representative of SBA.

Sincerely,

Edric C. Rose
Assistant Regional Administrator
for Minority Small Business/COD

1/1

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
WASHINGTON, D.C. 20213

JUL 28 1980

Small Business Administration
Office of Business Development
Suite 616
1441 L Street, N.W.
Washington, D. C. 20416

Dear Mr. Marriott

Enclosed is a copy of the Work Statement for a 8(a) procurement - Provide technical support to development of Unified Management System Handbook
The sum of $ 80,000.00 has been set aside for this procurement. We would like to conduct exploratory talks with the following firm(s):

Mitchel, Titus & Company
1825 K Street, N. W.
Washington, D. C. 20006

Public solicitation for this procurement has not been made.

Sincerely,

LAMOND GODWIN
Administrator
Office of National Programs

U.S SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

RECEIVED
AUG - 8 1980
MSB/COD
SBA DISTRICT OFFICE
NEW YORK

In Reply Refer To: Berkeley S. Boyd
Director, Office of Program Acquisition

Subject: Requirement Offering Package

To: Assistant Regional Administrator for MSB/COD - Region II
ATTN: Ed Rose

The DOL
has offered a requirement entitled:
"Provide Technical support to Development of Unified Management system Handbook"

in the estimated amount of $80,000.

The recommended 8(a) firm is Mitchel, Titus + Company
With this offering, the aggregate support furnished during FY 1980 now amounts to $_____.

The enclosed requirement package is submitted for your processing. If sufficient material is not included in the package, please communicate directly with the procuring agency's representative.

Please furnish the undersigned with a copy of your requirement letter to the agency within five (5) days of receipt.

The following National Buy Requirement Number is assigned:

7700-80-4054

Berkeley S. Boyd
Director
Office of Program Acquisition

Enclosure

2/4

IMPACT STATEMENT

REQUIREMENT # 77 (m-80-4054

Impact review has been conducted and results of said review indicate that the requirement in question:

a. Is not an excessive amount, whether considered individually or collectively, in relation to the total purchases of like or similar products or services provided by the Federal Government.

b. Has not been issued previously by public solicitation under a small business set-aside.

c. Could not reasorably be expected to be won by a disadvantaged firm under normal competitive conditions.

d. Will not cause any other small firm to suffer major hardship if award is made to SBA pursuant to Section 8(a) of the Small Business Act.

Anita L. Brownstein
BUSINESS DEVELOPMENT SPECIALIST

8/11/80
DATE

3/4

SELECTION MEMORANDUM

Pursuant to SOP and Agency Regulations the undersigned has thoroughly reviewed the capabilities of available approved 8(a) concerns which appear to be qualified to perform subject requirement and as a result of said review Mitchell Titus has been selected, based on the following:

		YES	NO
(1)	Technical capability, including ability to perform, organization, experience, technical knowledge, skills, "know-how," technical equipment and facilities.	✓	
(2)	Financial capacity including the availability of adequate financial resources or ability to obtain such resources as required.	✓	
(3)	Ability to comply with the required delivery or performance schedule.	✓	
(4)	Ability to obtain any necessary bonding.	✓	
(5)	Applicable geographic limitations.	✓	
(6)	Need for the requirement to further the development objectives of the approved business plan of the available concern.	✓	
(7)	Overall likelihood of successful performance of the proposed requirement by the available concern.	✓	
(8)	Firm has been recommended by procurement activity and/or Central Office.	✓	
(9)	Advance Payments are anticipated.		✓
(10)	BDE is anticipated.		✓
(11)	Other _____		

Anita L. Brownstein 8/11/80
Business Development Specialist Date

4/4

U.S. SMALL BUSINESS ADMINISTRATION
26 FEDERAL PLAZA
NEW YORK, NEW YORK 10278

OFFICE OF THE DISTRICT DIRECTOR

August 14, 1980

Mr. Lamond Godwin, Administrator
Office of National Programs
U.S. Department of Labor, Employment,
and Training Administration
Washington, D.C. 20213

Dear Mr. Godwin:

Pursuant to Section 8(a) of the Small Business Act (15 USC 637(a)), and in accordance with FAR 1-1.713, the Small Business Administration (SBA) desires to enter into a contract with the U.S. Department of Labor to provide technical support to development of Unified Management System Handbook. Coordination of this request has been effected through Berkeley Boyd. The estimated value of the procurement is $80,000. This request is in support of an approved business plan of Mitchell Titus & Co.

It is respectfully requested that your agency reserve the above-pending procurement for negotiations of a Section 8(a) award to SBA. Please advise Berkeley Boyd, Chief, Program Acquisition Division, Small Business Administration, 1441 L Street, N.W., Washington, D.C. 20416, and David Hyman, Chief, Contract Negotiation Branch, SBA New York Regional Office, tel: (212) 264-9480, who will handle the negotiations for SBA, of your approval or declination of the request. Written certification as to SBA's competency to perform the contract will be supplied by SBA when negotiations have been concluded.

Sincerely,

Gina A. Sanchez
Assistant District Director
Minority Small Business and
Capital Ownership Development

1/9

mike

U.S. SMALL BUSINESS ADMINISTRATION
26 FEDERAL PLAZA
NEW YORK, NEW YORK 10007

OFFICE OF THE DISTRICT DIRECTOR

DATE: 8/13/80

REPLY TO ATTN OF: Business Development Section

SUBJECT: Procurement Package

TO: Contract Negotiating Section

REQUIREMENT STATEMENT

CASE NUMBER 20307 REQUIREMENT NUMBER 7700-80-4054

FIRM'S NAME Mitchell Titus + Co.

CONTACT & PHONE NUMBER Bert Mitchell 586-4777

FIRM'S ADDRESS 2 Park Cevenue NYC 10016

TYPE OF BUSINESS MANUFACTURING ( ) SERVICE (X) CONSTRUCTION ( )

REQUIREMENT DESCRIPTION Provide technical support to development of Unified Management System Handbook

PROCURING AGENCY DOL

CONTACT & NO. Willie Walker / ~~Conrad~~ SANFORD COHN (8)376-6746

ESTIMATES VALUES $80,000

Attached please find:

- (1) Offering letter
- (2) Selection memo
- (3) Impact statement
- (4) Acceptance letter
- (5) RFP's T. Work
- (6) Other

Anita F. Bronstein
Business Development Specialist

8/13/80
Date

2/4

CONTRACTOR STATEMENT OF WORK

General Description - Project #1. Contractor will provide support to ETA staff in development of a Handbook explaining the Unified Management System (UMS), as well as preparation of training to introduce the Handbook. Finished product will be contained in a 3-ring binder, in order to accommodate inevitable changes and revisions over the next year. The Handbook is intended to be concise (under 100 pages), clearly written, with procedures spelled out in simple, step-by-step fashion, illustrated by appropriate graphics, charts, and examples of the "wrong" and "right" ways to fill out the forms. The Handbook will serve two audiences: ETA managers and staff who want a broad conceptual description of how and why the UMS works, and the staff people who plan and complete the work of the planning and review processes.

Product Deadline. 500 completed assembled Handbooks are due to ETA not later than October 31, 1980. Training materials and visual aids are due to ETA not later than November 5, 1980.

Specific Tasks

1. Write the UMS Handbook, based on detailed outline of contents and first written draft to be supplied by DOL/ETA. Write such supplementary revisions as may be necessary to complete the final product. Edit the Handbook for consistent writing style, accurate spelling, low fog count, general clarity, and consistent format. Create a complete index, glossary and list of abbreviations used in the Handbook.

   All drafts and revisions will be reviewed and approved by ETA.

2. Redesign two forms in current use so that they reflect desired changes (Annual Work Plan form and Goals and Objectives form).

3. Recommend alternative formats for Handbook, including tabs, color coding, graphics, cover art, binders, etc., for selection and approval by ETA.

4. Secure all graphics, tabs, binders, and duplication of materials for the U.M.S. Handbook.

5. Completely assemble all Handbooks.

6. Do all typing, proofreading and duplication of iterim drafts and final product.

7. Design 1-day experiential, "hands on" training on the UMS Handbook for ETA staff, focusing on activities that require participants to use the Manual completely. Training will be conducted by ETA staff. Execute all graphics and support materials for use in training sessions.

   Approximate number of sessions: 12
   Estimated number of trainees per session: 20
   Estimated beginning date for training: November 10, 1980

Deliverables: Written drafts, final draft, camera ready copy and graphics for approval prior to duplication, assembled complete Handbooks.

General Description-Project #2. Contractor will assist ETA to develop an effective presentation for Quarterly Reports.

Product Deadline: 1st Quarter Report Presentation for FY '81 will be due March 1, 1981.

Specific Tasks

1. Design the overall approach and specific elements of an oral and visual presentation by Division of Management Analysis (DMA) each FY quarter to ETA Senior Staff, the purpose of which is to display performance progress for each ETA component and thereby help program administrators to re-evaluate their plans, if necessary. Currently, ETA prepares a Quarterly Progress Report on achievement of goals, a document about ¼" thick. Copies of the report are transmitted to each National Office component Administrator, but are not apparently utilized by these Managers.

   This will require the Contractor to plan how performance data can be analyzed, packaged and presented for greatest impact on the Administrators.

   DOL/ETA will arrange access to resource people within ETA as needed.

2. Design and complete graphics and other support materials needed for the prototype oral presentation in March 1981. The design of the packaging is expected to be the same for each quarter, although the statistics and content of the performance results will clearly change.

U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview 12/23/81

On December 23, 1981, I contacted MICHAEL McHALE SBA employee, presently assigned in the Newark Office of SBA, FTS 341-3257. MR. McHALE was asked what was his specific function as contract negotiator in the SBA contract awarded to Mitchell/Titus and Co., in October 1980. Mr. McHALE informs that he did not have any active function in this contract award. He did not review any files or pass any judgement regarding this contract. He indicated that in this type of contract, where a government agency (DOL) is requesting a professional service contract from a particular sub-contractor (Mitchell/Titus), the contract negotiator (McHALE) is just an administrative pass through, with no active role. Mr. McHALE informs that he was the contract negotiator in the awarding of oil contracts during the period in question. He stated that contract negotiators usually are assigned to specific areas of service, construction, oil etc. In this DOL contract requesting professional services, this type of award is overflow and assigned at random.

Mr. MCHALE informs that EDRIC C. ROSE, Assistant Regional Administrator for Minority Small Business/COD is the Approval Officer for SBA and the signatory as the contractor of said award from Department of Labor. MR. ROSE is also the signatory as contractor in the awarding of said contract to MITCHELL/Titus and co.

By S/A Ernest P. Repetti

At New York, N.Y.

Date Dictated 12/23/81

Date Transcribed

File No. 20-0598-0001-A

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CAPABILITY REVIEW AND REQUIREMENTS REQUEST

☐ INITIAL SUBMISSION
☒ REVISION

TO: DIRECTOR, OFFICE OF BUSINESS DEVELOPMENT
WASHINGTON, D. C. 20416

DATE: 04/19/79

1. APPLICANT'S NAME AND ADDRESS *(Include County and ZIP Code)*
Mitchell, Titus & Co., 2 Park Avenue, New York, New York 10016
COMPANY CONTACT: Bert N. Mitchell TELEPHONE NUMBER: (212) 686-4777

2. TYPE OF ORGANIZATION *(CHECK ONE)*: ☐ Individual ☒ Partnership ☐ Other *(Specify)*
☐ Corporation { Date of Incorporation _____ / Incorporated in State of _____
Year Firm Established: 1973

3. TYPE OF BUSINESS *(Check Applicable Box(es))*:
☐ Manufacturer or Producer ☐ Concession ☐ Consulting ☒ Service CPA Firm
☐ Construction ☐ Sales ☐ Other *(Specify)*

4. SIZE OF BUSINESS: (a) Average No. of Employees for last 4 Calendar Quarters: 30
(b) Floor Space (Sq. Ft.): Mfg. _____; Warehouse _____; Office 5,000

5. IDENTIFY SPECIAL CAPABILITIES *(i.e. Manufacturing Specialties, Consulting Expertise, Breakdown of ADP Capabilities)*
Mitchell, Titus & Co. is a full service CPA firm, providing services in such areas as auditing, accounting, taxation, financial management consulting, accounting system installation, computer systems installation, personnel recruiting, training seminars, financial counselling, etc. The firm has an extraordinary high caliber staff. Most of our professional staff are CPAs and also holders of MBA degress. The firm has strong capabilities in auditing government-funded programs for various federal departmentsand agencies.

6. IDENTIFY: (a) Equipment on Hand; (b) New Equipment Required:
As our firm renders professional services, there is little need for special equipment - all required office equipment is on hand at the present time.

No LIST participation in Coopers Sullivan consortium - 53A & A contracts!!
W2

7. CONTRACTS HELD WITH FEDE

Procuring Agency
Department of Commerce
Environmental Protecti Agency
Agency for Internatior Development

8. LIST ITEMS OR SERVICES FOR

Auditing, accounting, tax services, management consulting services. Conducting training seminars.

	Yes	NO	
Has Product or Service Changed		x	Cite Change
Are you Paying Fees to Other Persons or Firms for Management Assistance		x	Cite Change
Has Market Area Changed		x	Cite Market
Has Production Capacity or Capability Changed		x	Cite Chance
Is Bonding Available		N/A	Cite Bonding Company Name, Phone No. & Contact

OTHER INFORMATION NOT LISTED ABOVE:

SIGNATURE [signature] PRESIDENT OWNER PARTNER

DATE 4/15/75

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9. COMPANY FISCAL YEAR: JANUARY 1 (Month, Date) To DECEMBER 31 (Month, Date)

(a) Total Sales for Preceding Three Fiscal Years:

FY 1972 $ none ; FY 1973 $ 165,000 ; FY 1974 $303,000 ;

(b) Total Sales for Current Fiscal Year to Date: $162,000 for January to June, 1975.

10. BUSINESS PLAN PROJECTION *(By Federal Fiscal Year)*:

	1975	1976	1977	1978
8(a) Projected Support	$ 50,000	$ 150,000	$ 150,000	$ 150,000
Non-8(a) Sales	$ 300,000	$ 350,000	$ 400,000	$ 450,000
TOTAL	$ 350,000	$ 500,000	$ 550,000	$ 600,000

11. LIST 8(a) REQUIREMENTS NEEDED FOR CURRENT FEDERAL FISCAL YEAR OR NEXT FEDERAL FISCAL YEAR: 197__: *(For Manufacturing Firms ONLY)*

FEDERAL STOCK CLASS (4-Digit Number)	CLASS CATEGORY	DOLLAR VOLUME REQUIRED
		$
		$
		$
		$
		$
		TOTAL $

12. NATIONAL BUY SUPPORT REQUESTED: ☒ Yes ☐ No

13. INDUSTRY SUPPORT REQUESTED: ☒ Yes ☐ No

14. ENCLOSURE(S) (Check): ☐ Descriptive Literature ☒ Brochure ☐ Photographs ☐ Catalog

15. CONTINUATION OF PREVIOUS ITEMS *(include item number)*/REMARKS:

(5) MITCHELL & TITUS has an extremely highly qualified staff. More than 50% of our staff are either MBAs or CPAs or both, including one who is a CPA and an attorney. We can handle any type of auditing assignment and most financial management consulting and training engagements. Three of our staff members have taught at the City Unity of New York.

1/2

(Use additional plain sheets if necessary)

Prepared By:	Date:	SBA Region No.
Burton Mitchell, Partner	September 17, 75	II

CAPABILITY REVIEW AND REQUIREMENTS REQUEST

☐ INITIAL SUBMISSION
☒ REVISION

TO: DIRECTOR, OFFICE OF BUSINESS DEVELOPMENT
WASHINGTON, D. C. 20416

DATE: September 17, 1975

1. APPLICANT'S NAME AND ADDRESS *(Include County and ZIP Code)*

MITCHELL & TITUS, CPAs, 60 East 42nd Street, New York, New York 10017

COMPANY CONTACT: MR. BERT N. MITCHELL TELEPHONE NUMBER: (212) 697-6020

2. TYPE OF ORGANIZATION *(CHECK ONE)*: ☐ Individual ☒ Partnership ☐ Other *(Specify)*

☐ Corporation { Date of Incorporation _____ / Incorporated in State of _____

Year Firm Established: April 1973

3. TYPE OF BUSINESS *(Check Applicable Box(es))*:

☐ Manufacturer or Producer ☐ Concession ☐ Consulting ☒ Service
☐ Construction ☐ Sales ☐ Other *(Specify)*

4. SIZE OF BUSINESS: (a) Average No. of Employees for last 4 Calendar Quarters: 10

(b) Floor Space (Sq. Ft.): Mfg. _____; Warehouse _____; Office 1,600

5. IDENTIFY SPECIAL CAPABILITIES *(i.e. Manufacturing Specialties, Consulting Expertise, Breakdown of ADP Capabilities)*:

MITCHELL & TITUS performs auditing and management consulting in various areas, e.g., financial management systems, training seminars for financial personnel. Assists government agencies and corporations in internal accounting work when their staff is overburdened, etc.

CONTINUED UNDER #15

6. IDENTIFY: (a) Equipment on Hand; (b) New Equipment Required:

Only equipment necessary are normal office machines - all of which are on hand at present.

7. CONTRACTS HELD WITH FEDERAL GOVERNMENT DURING PAST 3 YEARS *(List Separately)*

Procuring Agency	Description of Items (Include FSN where applicable)	$ Value
	- NONE	

8. LIST ITEMS OR SERVICES FOR WHICH FIRM NOW SEEKS COMMERCIAL MARKETS:

MITCHELL & TITUS performs auditing and management consulting in various areas, e.g., financial management systems, training seminars for financial personnel. Assists government agencies and corporations in internal accounting work when their staff is overburdened, etc.

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CAPABILITY REVIEW AND REQUIREMENTS REQUEST

☐ INITIAL SUBMISSION
☒ REVISION

TO: DIRECTOR, OFFICE OF BUSINESS DEVELOPMENT
WASHINGTON, D. C. 20416

DATE: 04/19/79

1. APPLICANT'S NAME AND ADDRESS *(Include County and ZIP Code)*

Mitchell, Titus & Co., 2 Park Avenue, New York, New York 10016

COMPANY CONTACT: Bert N. Mitchell TELEPHONE NUMBER: (212) 686-4777

2. TYPE OF ORGANIZATION *(CHECK ONE)*: ☐ Individual ☒ Partnership ☐ Other *(Specify)*

☐ Corporation { Date of Incorporation _____ / Incorporated in State of _____

Year Firm Established: 1973

3. TYPE OF BUSINESS *(Check Applicable Box(es))*:

☐ Manufacturer or Producer ☐ Concession ☐ Consulting ☒ Service CPA Firm
☐ Construction ☐ Sales ☐ Other *(Specify)*

4. SIZE OF BUSINESS: (a) Average No. of Employees for last 4 Calendar Quarters: 30

(b) Floor Space (Sq. Ft.): Mfg. _____; Warehouse _____; Office 5,000

5. IDENTIFY SPECIAL CAPABILITIES *(i.e. Manufacturing Specialties, Consulting Expertise, Breakdown of ADP Capabilities)*:

Mitchell, Titus & Co. is a full service CPA firm, providing services in such areas as auditing, accounting, taxation, financial management consulting, accounting system installation, computer systems installation, personnel recruiting, training seminars, financial counselling, etc. The firm has an extraordinary high caliber staff. Most of our professional staff are CPAs and also holders of MBA degress. The firm has strong capabilities in auditing government-funded programs for various federal departmentsand agencies. .

6. IDENTIFY: (a) Equipment on Hand; (b) New Equipment Required:

As our firm renders professional services, there is little need for special equipment - all required office equipment is on hand at the present time.

7. CONTRACTS HELD WITH FEDE

Procuring Agency

Department of Commerce
Environmental Protecti
Agency
Agency for Internatior
Development

No LIST participation in Corbett Sullivan consortium - 53A & A contracts!!
WZ

8. LIST ITEMS OR SERVICES FOR

Auditing, accounting, tax services, management consulting services.
Conducting training seminars.

9. COMPANY FISCAL YEAR: Jan. 1 (Month, Date) To Dec. 31 (Month, Date)

(a) Total Sales for Preceding Three Fiscal Years:

FY 197 4 $ 436,000 ; FY 197 3 $ 650,000 ; FY 197 8 $ 1,030,000 ;

(b) Total Sales for Current Fiscal Year to Date: $ 300,000 ; Jan. to March 1979

10. BUSINESS PLAN PROJECTION *(By Federal Fiscal Year)*:

	197 9	197 80	197 81	197 82
8(a) Projected Support	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 1,000,000
Non-8(a) Sales	$ 500,000	$ 800,000	$ 1,000,000	$ 1,500,000
TOTAL	$ 1,500,000	$ 1,800,000	$ 2,000,000	$ 2,500,000

11. LIST 8(a) REQUIREMENTS NEEDED FOR CURRENT FEDERAL FISCAL YEAR OR NEXT FEDERAL FISCAL YEAR: 197__: *(For Manufacturing Firms ONLY)*

FEDERAL STOCK CLASS (4-Digit Number)	CLASS CATEGORY	DOLLAR VOLUME REQUIRED
		$
		$
		$
		$
		$
		TOTAL $

12. NATIONAL BUY SUPPORT REQUESTED: [X] Yes [ ] No

13. INDUSTRY SUPPORT REQUESTED: [X] Yes [ ] No

14. ENCLOSURE(S) (Check): [ ] Descriptive Literature [X] Brochure [ ] Photographs [ ] Catalog

15. CONTINUATION OF PREVIOUS ITEMS *(include item number)*/REMARKS:

2/2

(Use additional plain sheets if necessary)

Prepared By: Bert N. Fikes, Partner | Date: 5/3/79 | SBA Region No.

SBA FORM 1017 (3-72)

UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

HUMAN RESOURCES
DIVISION

B-203535

September 3, 1981

Mr. Bob Tucker, President
Bob Tucker and Associates, Inc.
210 Baronne Street, Suite 904
New Orleans, Louisiana 70122

Dear Mr. Tucker:

Enclosed is a copy of our final report concerning the Department of Labor's procedures for awarding discretionary funds between September 1, 1980, and January 31, 1981. We are sending you the report because it contains information about your organization. We obtained this information from Labor's files and through interviews with Labor officials in Washington, D.C.

This report was also provided to the Chairman, Subcommittee on Labor, Health and Human Services, Education, and Related Agencies, Senate Committee on Appropriations.

Sincerely yours,

Gregory J. Ahart
Director

Enclosure

--The former ONP representative responsible for the award stated in a memorandum to the Administrator of ONP the pros and cons of making this award. The pros were that the Virginia CARES pilot program appeared to have been successful in lowering the number of repeat criminal offenders and that there was some congressional interest in more CETA-supported ex-offender programs. The cons were that the project would be too expensive to establish nationally and would not be easily transferable to other States and that Virginia rather than the Federal agencies should provide most of the support to institutionalize this statewide system. Another reason given for possibly rejecting the project was that the financial burden was too great in terms of amount and project duration.

--The former ONP representative forwarded the awardee's proposal to Labor's Office of Community and Economic Development in the Employment and Training Administration. That office rejected the proposal because the kinds of services to be provided under the project can be coordinated through the CETA prime sponsor system.

--A telegram was sent on March 31, 1981, to Virginia CARES to arrange a meeting to renegotiate the period of performance and funding level. We were told by an ONP official that discussions have been held, but as of July 30, 1981, no changes had been made to this award.

BOB TUCKER AND ASSOCIATES, INC.

Bob Tucker and Associates, Inc., is a management consultant firm providing such services as research and analysis, training and technical assistance, surveys, and data collection. The firm received a title III contract for $417,158 awarded on January 5, 1981, for the period December 29, 1980, to March 31, 1982. The purpose of the contract was to determine the overall effectiveness of an interagency project between Labor and the Environmental Protection Agency for recruiting, training, and placing rural disadvantaged persons in rural water/waste water systems occupations. The objective was to be achieved through an evaluation of the methods, processes, linkages, techniques, and results of the interagency project. The award was signed by the Administrator of ONP. Our review showed:

--Two ONP representatives were responsible for this award. Both representatives agreed there was a need to award an evaluation to look at the previous awards by the Environmental Protection Agency and Labor. An ONP representative said that about $3.5 million in CETA funds had been spent at the local level and the results were largely undetermined.

--The contract was terminated on April 1, 1981, because the scope of the evaluation did not appear to justify the level of resources included in the contract.

* --One ONP representative believed the true reason that this evaluation contract had been canceled was that the two contractors providing the recruiting, training, and placement services did not wish to be evaluated. He added that, by canceling this evaluation contract, the two contractors will go unchecked.

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA

The awardee, founded in 1903, is the ninth largest union in the AFL-CIO. It has 820 affiliates in the United States and Canada with about 550,000 members. Its first employment and training contract with Labor was awarded in 1967.

The awardee received a title III contract renewal for $694,500 awarded on September 11, 1980, for the period August 1, 1980, to July 31, 1981. The purpose of the award was to train 500 economically disadvantaged individuals for employers having exclusive collective bargaining agreements with the contractor. This training was primarily in prestress-precast concrete products, manufacturing plants, and modular home construction plants. The award was signed by the Deputy Administrator of ONP. Our review showed:

--The ONP representative responsible for the award was not well informed concerning the contract's specifics. For example, the representative was unaware (1) of the number of people being trained, (2) that a required report was missing, and (3) of the amount of money, location, or training arrangements that the contractor had with any of its subcontractors.

--The contract has been modified to extend the period of performance 4 months to November 30, 1981, with an additional $209,000 in funding.

--A site visit was made to two subcontractors in the Albuquerque, New Mexico, area after our review of the files.

TRADE UNION LEADERSHIP COUNCIL, INC.

This awardee is located in the Detroit area and has a joint venture with the Greater Detroit Building Trades Council to provide an ongoing tutorial preapprenticeship training program for preparing minority youths, ages 18 and over, for employment in the building and construction industry through entry-level apprenticeship.

ROUTING AND TRANSMITTAL SLIP Date 12/18/81 12/

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. RSAIC BILL ZLEIT		
2. K/C RIO		
3.		
4.		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

The attached report of interview on CARIN CLAUSS is forwarded for inclusion in your case file. The report was forwarded to me from National Office, after they typed it, on 12/16. Their draft was bad news, so I had it re-typed here. As you can see, our typing isn't much better. Sorry about the delay.

RECEIVED
U.S. DEPT. OF LABOR
OIG/OI
DEC 21 1981
FRAUD DIVISION

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102 ☆U.S. GPO: 1981-241-647/7328

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview November 6, 1981

On November 6, 1981, I interviewed CARIN ANN CLAUSS, former Solicitor, U.S. Department of Labor (DOL) at her office, Room 612, Law Building, at the University of Wisconsin Law School in Madison, WI. CLAUSS is currently an Assistant Professor of Law with the University of Wisconsin at Madison. CLAUSS was advised of the identity of reporting agent and was informed that the purpose of the interview was to obtain information regarding discussions she may have had with ERNEST G. GREEN with respect to the filing of his Financial Disclosure Reports as an SES appointee during the period May, 1979 through February, 1981. CLAUSS was further advised that the interview would be conducted to develop information relative to advice she may have provided to GREEN regarding his involvement in campaign activities for re-election of CARTER/MONDALE from August through November, 1980.

CLAUSS stated that she had been employed in various positions within the Solicitor's Office of the U.S. Department of Labor from her appointment as Associate Solicitor, Fair Labor Standards, on August 15, 1963 through her resignation from the position as Solicitor, U.S. DOL on January 20, 1981. CLAUSS recalled that she held the position as Solicitor, U.S. DOL from approximately, 1977 through January 20, 1981. CLAUSS currently resides at 746 W. Main Street, Apt. 110, Madison, WI 53715. Her office telephone number is 608/262-7367 (FTS 262-7367).

CLAUSS characterized herself as a close friend of DR. ALEXIS HERMAN, former Director of the Office of Federal Women's Programs, U.S. Department of Labor. CLAUSS stated that she and HERMAN had developed a close personal friendship during their employment with the U.S. DOL and often attended cultural events and parties together. CLAUSS recalled that former Secretary of Labor, RAY MARSHALL had introduced her to ERNEST GREEN around January or February, 1977. Although she considered herself as a friend of GREENS', she characterized their relationship as professional in nature with most contacts being related to U.S. DOL business. CLAUSS stated that she has not had any significant contact with either HERMAN or GREEN since their separation from the U.S. DOL in January, 1981. She acknowledged that HERMAN had asked her to perform some consulting work for the firm of GREEN/HERMAN and Associates, however, she has not been able to fit the work into her academic schedule. CLAUSS explained that she does a lot of consulting work in the area of labor negotiations and civil rights.

By SA John A. Huheey

At Madison, WI

Date Dictated 11/7/81

Date Transcribed 12/17/81

File No. 50-0578-0005 A30

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Its contents are not to be disclosed to unauthorized persons.

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According to CLAUSS, campaign activity on the part of Senior U.S. DOL officials was a common practice throughout the period of her employment with the U.S. DOL. During the CARTER/MONDALE re-election effort in 1980, CLAUSS recalled working in the New Hampshire primaries for approximately a week and a half, speaking before groups in the metropolitan Washington, D.C. area, and occasional trips to colleges such as Bryn Mawr for political rallies. CLAUSS recalled that all Senior U.S. DOL officals participated in such activities, but she acknowledged that ERNEST GREEN was probably the most active in his campaign activities.

CLAUSS stated that MELANIE NUSSDORF and SETH ZINMAN both members of her staff, were directly responsible for coordinating the campaign activities and providing counsel to U.S. DOL staff members to assure that there was no conflict of interest with respect to their campaign activities. CLAUSS stated that NUSSDORF is currently employed by the Pension Benefit Guarantee Corporation, at 20th & K Street, Washington, D.C. Seth ZINMAN is currently the Solicitor for the USDOL.

CLAUSS recalled that there were many discussions regarding ERNEST GREEN's pay status with the U.S. DOL during periods he was performing campaign activities. CLAUSS understood that GREEN took a leave of absence during the period September through November, 1980 however she did not recall a specific procedure that was used to place GREEN in a non-pay status. She recalled that, during this period, NUSSDORF and ZINMAN had daily contacts with the Justice Department and a White House Special Counsel to assure that administration officials involved in the campaign were in a non-pay status. CLAUSS recalled that she prepared a memorandum for Secretary MARSHALL to sign relative to ERNEST GREEN's campaign activities, however, she is not certain whether the memorandum was ever issued.

CLAUSS recalled having dicussions with NUSSDORF and ZINMAN regarding GREEN's campaign activities and she recalled discussing the matter with GREEN on several occasions but could not recall specific dates. Referring to her personal calendars, CLAUSS stated that she was on annual leave on a trip around the world from August 5, 1980 through September 2, 1980 and could not have discussed the matter during that period. She recalled that NUSSDORF did contact her from time to time during the period for answers to specific problems. She explained that she had left a trip itinerary with NUSSDORF so that NUSSDORF could contact her regarding problems with the campaign work issue. She felt that she may have discussed GREENS' situation with NUSSDORF during that period but she is certain that she did not discuss the issue with GREEN himself.

3/1

CLAUSS stated that she was fairly certain that no impropriety existed with respect to GREEN's campaign activities. She stated that GAO did a thorough investigation of campaign activities of all Senior U.S. DOL officials shortly after the election in November 1980. CLAUSS recalled that NUSSDORF and Sharon SHEA, the Administrative Assistant to Ray MARSHALL, met frequently with GAO investigators during the period November, 1980 through January, 1982 for the purpose of reviewing the pay status and travel status of senior U.S. DOL officials during the campaign. CLAUSS stated that the GAO report that was issued relative to the investigation revealed that the U.S. DOL procedures for documenting campaign activities were among the best in the various departments surveyed.

CLAUSS stated that ZINMAN had been assigned as the Ethics and Conflicts Officer for the Solicitor's Office of the U.S. DOL. She stated that OASAM was responsible for initially circulating the blank financial disclosure forms to those individuals required to file such statements in accordance with the Ethics in Government Act of 1978. (Public Law 95-521). A letter that accompanied the blank forms advised that the completed forms were to be returned to the Solicitor's Office, U.S. DOL to the attention of MR. ZINMAN. She explained that Charles BROWN and Seth ZINMAN reviewed all completed financial disclosure reports prior to submitting them to her for her signature as the U.S. DOL designated Ethics Officer. It was her policy to personally review all financial disclosure statements submitted by persons at the Assistant Secretary level and above. In accordance with the policy, she recalled reviewing financial disclosure reports submitted by ERNEST G. GREEN in May of 1979 and in June of 1980. With respect to those reports that she personally reviewed, CLAUSS recalled that she seldom discussed the reports with the reporting individual unless the information contained on the report itself raised a question regarding a possible conflict of interest. CLAUSS recalled that she had questioned one official's ownership of stock and another official's receipt of instructional salaries from the standpoint of possible conflicts of interest. In those cases, she had required that the officials divest themselves of these interests. She could not recall any specific questions to her by GREEN relative to his filing of the Financial Disclosure Reports. Likewise, she could not recall any specific questions that had been raised by information submitted to her by ERNEST GREEN in his reports.

CLAUSS recalled that in May, 1979 many officials had questions regarding the information they were requested to provide on the forms. Most of these questions developed as the individuals were preparing their reports and were not formally addressed through correspondence or other written record. CLAUSS did not recall responding to any questions by GREEN with respect to the necessity for reporting outstanding loans and other liabilities. When asked if she recalled any conversation with GREEN relative to loans of $10,000 and $6,000 from Bert N. MITCHELL, CLAUSS stated that she had no recollection of any conversation with GREEN with respect to the necessity for reporting these loans in financial disclosure reports.

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CLAUSS stated that it was her common practice to record any advice that she gave regarding the financial disclosure reports in a comments section of the form. She stated that these comments only related to advice or recommendations she had given relative to information recorded in the Financial Disclosure Reports. She acknowledged that there were many questions she and members of her staff fielded from staff members who were in the process of preparing their reports. She could not recall any informal discussions with GREEN relative to his loans from MITCHELL or any other source.

CLAUSS stated that she was fairly certain that there was no conversation with GREEN regarding the financial disclosure reports or his loans from Bert N. MITCHELL after their departure from the U.S. Department of Labor. CLAUSS stated that each SES appointee is required to file a Financial Disclosure Report upon termination of their government service.

CLAUSS was asked for her opinion relative to the possible conflict of interest that arose from her serving as the U.S. DOL Ethics Officer and her rendering of legal advice to U.S. DOL officials relative to their campaign activities and their filing of financial disclosure reports required under the Ethics in Government Acts of 1978. CLAUSS responded that her activities did not constitute a conflict of interest in that, as the U.S. DOL Solicitor, she was responsible for providing legal advice and counsel to Senior U.S. DOL officials relative to the conflict of interest laws and the Ethics in Government Act of 1978. She stated that most Senior U.S. DOL officials come to government service from the private sector and are not familiar with various laws and federal regulations dealing with conflict of interest and ethics. It was her opinion, that, as Solicitor, she was responsible for insuring that Senior U.S. DOL officials had sufficient information regarding their legal responsibilities so as to avoid their unknowing involvement in possible conflict of interest and ethics violations. She viewed these activities as entirely proper and a major responsibility of her former office.

John A. Huheey
Special Agent

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U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview December 10, 1981

On December 10, 1981, I personally re-interviewed MICHAEL McHALE, presently assigned to the Newark Office of SBA, FTS 341-3257. MR. McHALE was the SBA contract negotiator involving Department of Labor and Mitchell Titus Co. in August 1980. MR. McHALE viewed the correspondence relating to the contract awarded to MITCHELL Titus Co. dating from 7/23/80 through 11/10/80. MR. McHALE stated that there is no indication in the correspondence that would reflect other than usual procedure. He had no recollection of any telephone calls, memos or other contacts, other than reflected in the letters. MR. McHALE was asked whether he had received the memo of negotiations between DOL and Mitchell Titus Co. referred to in letter dated 8/26/80. MR. McHALE did not have any recollection, but indicated that it would be in file at SBA. Inquiry by MR. McHALE with SBA indicated that memo of negatiations was not in file. He stated that a copy of said negatiations could be obtained from contract file maintained at DOL National Office.

MR. McHALE was asked whether an SBA sub-contractor could obtain an 8A classification in more than one SBA Region. He indicated that this would most likely be irregular. He stated that if a sub-contractor was receiving contracts from more than one SBA Regional Office, that information should be reflected in the files maintained at the respective SBA offices.

By S/A Ernest P Repetti Ernest P Repetti

At New York, N.Y.

Date Dictated 12/10/81

Date Transcribed

File No. 20-0598-0001A

1/1

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Office of Inspector General
Report of Special Agent

U.S. Department of Labor

Type of Report	City/State of Investigation	DOL Program
☐ Preliminary ☒ Final	MADISON, WI	ETA
☐ Special ☐ Supplemental	Date of Report: 11/9/81	Case Number: 50-0578-0005 A30
Subject: CARIN A. CLAUSS	Reviewers' Initials: DCCT	
	Date Reviewed: 11/19/81	
Special Agent: John A. Huheey	Regional Office: CHICAGO RIO	

1. This investigation was preciated upon the 11/5/81 receipt of a telephonic request from SA BILL ZLEIT for conduct of an interview of CARIN ANNE CLAUSS, former Solicitor, USDOL. SA ZLEIT requested that I obtain information from CLAUSS relative to contacts CLAUSS may have had with ERNEST G. GREEN, former Assistant Secretary of Labor, ETA, regarding:

> Advice given to GREEN regarding reporting of his duty status while engaged in political activities from September through November 1980.
>
> Advice provided to GREEN relative to his requirement to report loans of $10,000 and $6,000 from BURT N.MITCHELL on Financial Disclosure Reports filed on 5/30/79, 6/20/80, and 2/20/81 under the Ethics in Government Act of 1978.

The interview was accomplished on 11/7/81 by SA HUHEEY at Madison, WI.

2. CLAUSS stated that MELANIE NESTORF and SETH ZINMAN, Solicitor's Office, USDOL had personally monitored campaign activities of GREEN and other USDOL officials during the CARTER/MONDALE re-election effort. CLAUSS recalled that GREEN had performed extensive campaign work during the period September through November 1980 and that NESTORF had coordinated GREEN's campaign activities with attorneys for the U.S. Department of Justice and a White House Special Counsel to assure that there were no improprieties. CLAUSS believes that GREEN was carried on a leave-of-absence while on the campaign and she recalled preparing a memorandum for signature by RAY MARSHALL to place GREEN on a non-pay status for the period. She does not know if the memorandum was ever issued. She recalled that she was on a world tour from August 5 to September 2, 1980 and could not have provided personal advice to GREEN during that period. She reported that NESTORF and files retained by ZINMAN should provide details of their coordination of GREEN's campaign activities. She recalled that GAO investigated the campaign activities of USDOL officals and found no problems with their treatment of the issue.

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RECEIVED
U.S. DEPT. OF LABOR
OIG/RIO
NOV 16 1981
FRAUD DIVISION

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3. CLAUSS advised that CHARLES BROWN and SETH ZINMAN received and reviewed Financial Disclosure Reports (FDR) filed by USDOL officials during the period 1979-1981. She personally reviewed those reports submitted by GREEN, and others at the Assistant Secretary level, and signed all reports as the Ethics Officer, USDOL. She did not recall any specific questions by GREEN regarding the necessity for reporting loans he had from BURT N. MITCHELL or other activities. She stated that BROWN or ZINMAN may have responded to such questions. She stated that she did not normally discuss FDR's with the reporting individuals unless their reports contained information indicating a possible conflict of interest. Where she found such problems, she recommended divestiture and annotated the FDR, comments section, to reflect the nature of her advise.

4. The full text of the interview is contained on side "A" of the recording that is provided with this report.

J. Huheey (dt)
John A. Huheey
Special Agent

Attachment-Tape Recording

U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview October 22, 1981

At 1:30 pm on October 22, 1981, I went to the Office of BUSTAMANTE, DONOHUE & PALMISONO CO., L.P.A., Suite 1600, The Illuminating Building, 55 Public Square, Cleveland, OH 44113 for the prupose of interviewing JOHN H. BUSTAMANTE. Upon arrival, I was advised that BUSTAMANTE was not available but would be represented by GERALD D. KISNER, Attorney in practice with BUSTAMANTE. Present during my subsequent interview of KISNER were RALPH J. PALMISANO, a partner in BUSTAMANTE's law firm, and LAVERNE JOHNSTONE, a court reporter with the firm of CEFARATTI & RENNILLO, CSR, 1720 Ohio Savings Plaza, Cleveland, OH 44114. KISNER requested, and it was agreed that both a tape recording and transcription would be accomplished as a condition to his agreement to permit the interview. After identifying myself by display of credential, I advised KISNER that the U.S. DOL was seeking BUSTAMANTES' cooperation in establishing the conditions under which a $10,000 payment was made to Dr. ALEXIS HERMAN on February 2, 1981 by the firm TAWASA INVESTMENT CORPORATION. KISNER then provided the following information:

> In late January 1981, Dr. ALEXIS HERMAN had contacted JOHN H. BUSTAMANTE, and had solicited his assistance through the loan of $10,000. BUSTAMANTE understood that HERMAN needed the money on a short-term basis to cover expenses incurred in the operation of a new business venture. BUSTAMANTE agreed to arrange a loan for HERMAN. BUSTAMANTE discussed the loan with WESLEY TOLES, President of TAWASA INVESTMENT CORPORATION, who agreed to make the funds available to HERMAN on a short term basis.
>
> On or about February 2, 1981, a transfer order was issued by TOLES to the National Bank of Cleveland to pay $10,000 from a TAWASA INVESTMENT CORPORATION account to an account specified by HERMAN. The loan was repaid in full approximately 30 days later through HERMAN's issuance of a check payable to JOHN H. BUSTAMANTE.

KISNER stated that the loan was not secured by promissory note or other written contract and that no interest or fee was charged by BUSTAMANTE or TAWASA INVESTMENT CORPORATION on the loan. KISNER explained that BUSTAMANTE knew Dr. HERMAN and arranged the loan as a personal favor. KISNER surmised that HERMAN was probably under the impression that the loan had been directly from BUSTAMANTE, and he assumed that was the reason she had repaid the loan by

By John A. Huheey, Special Agent

At Chicago, IL

Date Dictated

Date Transcribed 11-16-81

File No. 30-0528-0002
50-0578-0005-A30

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check to BUSTAMANTE. KISNER stated that BUSTAMANTE has no financial interest and controls no stock in the TAWASA INVESTMENT CORPORATION and he presumed that TOLES loaned the money to HERMAN as a personal favor to BUSTAMANTE. KISNER advised that BUSTAMANTE paid $10,000 to the TAWASA INVESTMENT CORPORATION to conclude the transaction after his receipt of payment from HERMAN.

KISNER pointed to the fact that the loan to Dr. HERMAN had been effected after her resignation from her position with the USDOL. KISNER stated that he was not aware of any other loans or payments to current or former USDOL officials by or at the request of BUSTAMANTE. KISNER advised that BUSTAMANTE would respond to written inquiries should further information be required. He requested that such inquiries be directed to his attention at the offices of BUSTAMANTE, DONOHUE & PALMISONO CO., L.P.A.

U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview 11/16/81

On this date I contacted ROBERT I. WILLIAMS CPA at 867-8000 regarding the 25,000 loan arranged by him to ERNEST GREEN from ~~ROBERT GILMORE~~. Mr. WILLIAMS had previously informed me that the loan due to be paid on September 30, 1981 at the rate of 12% per annum had been extended to October 31, 1981 at the rate of 18% per annum for the additional month. Mr. WIILIAMS informed me this date that the loan was not repaid on October 31, 1981. He was contacted by Mr. GREEN and has granted an additional month extention. The interest rate for the additional month will be in line with the current prime rate.

The interest rate for the addtional month will be in line with current prime rate. He indicated that Mr. GREEN stated he was unable to repay at this time because his business dealings have been hampered due to the investigation by the U.S. Dept. of Labor. Mr. GREEN indicated to Mr.WILLIAMS that he was hopeful of repaying loan on November 31, 1981.

By S/A Ernest P.Repetti

At New York, N.Y.

Date Dictated ~~11/16/81~~

Date Transcribed

File No. 20-0598-0001A

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Office of Inspector General
Report of Special Agent

U.S. Department of Labor

Type of Report		City/State of Investigation	DOL Program
☐ Preliminary ☐ Final	RECEIVED U.S. DEPT. OF LABOR OIG/RIO NOV 23 1981	San Francisco, CA.	ETA/CETA
☐ Special ☒ Supplemental		Date of Report: November 17, 1981	Case Number: 90-0578-0002-A3
Subject (Employee Misconduct): GODWIN, Lamond	FRAUD DIVISION	Reviewers' Initials: WHB	
		Date Reviewed: 11/19/81	
Special Agent: W.W. PADGETT, Special Agent		Regional Office: San Francisco - RIO	

1. Basis for investigation is supplemental request (telephonic from S/A Martin SQUITIERI on 10-29-81) to interview Earl H. WHITE. Investigation during the period 10-29-81 to 10-30-81 by Special Agents J.A. INGRAHAM and W.W. PADGETT. Attention is directed to final report dated 7-23-81.

2. Earl H. WHITE was interviewed at his place of business, 245 Clement Street, San Francisco, Calif., and he disclosed the following pertinent information regarding his relationship with Lamond GODWIN: He has had three DOL contracts since 1977 and has never dealt with GODWIN on any contract; one of his employees, Dennis PORTER, has negotiated all contracts. WHITE has had no business dealings with GODWIN, and has never given GODWIN or ANY other Government employee, money or anything of value.

3. He first met GODWIN in December 1980 at a Conference in New Orleans; and in March 1981, while in Washington, D.C., when he was in need of approximately $1,000.00 cash, GODWIN helped him. He needed the money to pay back rent on an apartment there being converted into a condominium. He needed $750.00 to pay the back rent and to provide for costs pursuant to the conversion. He could not cash an out-of-state check in Washington and asked GODWIN, who he had developed friendship with, to cash a check for him. He wrote a check for cash, gave it to GODWIN and GODWIN gave him $1,000.00 cash; he does not have the original check. The Report of Interview with WHITE and WHITE's statement are appended as Attachment 1 and 2 respectively.

4. Results of this interview were telephonically related to Special Agent William ZLEIT, at the OIG National Office on 10-30-81.

W.W. PADGETT
Special Agent

cc: ETA Investigative Branch
Case File
Philadelphia RIO
Case Agent PADGETT

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U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview October 29, 1981

Earl H. WHITE was interviewed on 10-29-81 at his place of business, E.H. WHITE Co., 245 Clement Street, San Francisco, California by Special Agents J.A. INGRAHAM and W.W. PADGETT. Mr. WHITE related the following details regarding his relationship with Lamond GODWIN former Director of ONP.

He has had approximately three (3) DOL contracts, all of which were negotiated by one of his assistants, Dennis PORTER. He has never negotiated with GODWIN or any other DOL employee.

He first met GODWIN while at a Conference in New Orleans in December 1980. He and GODWIN had some common interests, specifically the Reverand Jesse JACKSON's operation P.U.S.H. and they subsequently developed a friendship.

In March 1981 he was in Washington, D.C., on business. His company was renting an apartment at Timber Island, 430 "M" Street, Apt. # N311. The building was in the process of converting to a condominium and he needed $750.00 in cash to pay back rent and expenses for the conversion. Since he could not cash an out-of-state check at a local bank he asked a group of people at a meeting if they could assist him. GODWIN was present and offered to help so he gave GODWIN a check for $1,000.00 made out to cash, drawn on his personal account at Lloyds Bank in San Francisco. GODWIN withdrew $1,000.00 and gave it to him the following day. He does not recall why he wrote "loan" on the memo portion of the check other than it was probably a reminder that he was loaning the money to himself.

He has never given money or anything of value to any DOL or government employee. He has had no other financial dealings with GODWIN.

When asked about the use of the $250.00 left over from the $1,000, Mr. WHITE stated it was "personal" and would not amplify.

W.W. Padgett

By W.W. PADGETT and J.A. INGRAHAM

Date Dictated 10/30/81

At San Francisco, California

Date Transcribed 11/17/81

File No. 90-0578-0002-A3

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ROUTING AND TRANSMITTAL SLIP Date 11/10/81

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Marty Squitieri Bill Zleit		
2.		
3. Investigations		
4.		
5.		

Action	File	Note and Return
~~Approval~~	For Clearance	Per Conversation
~~As Requested~~	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

A copy of the 104 was mailed to Bill Zleit KC. The attachment includes a tape which requires transcribing. The 104 contains a good synopsis of the interview.

(CLARICE TAPE to BE TYPED

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

Office of Inspector General
Report of Special Agent

U.S. Department of Labor

URGENT

Type of Report	City/State of Investigation	DOL Program
☐ Preliminary ☒ Final	MADISON, WI	ETA
☐ Special ☐ Supplemental	Date of Report: 11/3/81	Case Number: 50-0578-0005 A30
Subject: CARIN A. CLAUSS	Reviewers' Initials: Sent	
	Date Reviewed: 11/19/81	
Special Agent: John A. Huheey	Regional Office: CHICAGO RIO	

1. This investigation was preciated upon the 11/5/81 receipt of a telephonic request from SA BILL ZLEIT for conduct of an interview of CARIN ANNE CLAUSS, former Solicitor, USDOL. SA ZLEIT requested that I obtain information from CLAUSS relative to contacts CLAUSS may have had with ERNEST G. GREEN, former Assistant Secretary of Labor, ETA, regarding:

Advice given to GREEN regarding reporting of his duty status while engaged in political activities from September through November 1980.

Advice provided to GREEN relative to his requirement to report loans of $10,000 and $6,000 from BURT N.MITCHELL on Financial Disclosure Reports filed on 5/30/79, 6/20/80, and 2/20/81 under the Ethics in Government Act of 1978.

The interview was accomplished on 11/7/81 by SA HUHEEY at Madison, WI.

2. CLAUSS stated that MELANIE NESTORF and SETH ZINMAN, Solicitor's Office, USDOL had personally monitored campaign activities of GREEN and other USDOL officials during the CARTER/MONDALE re-election effort. CLAUSS recalled that GREEN had performed extensive campaign work during the period September through November 1980 and that NESTORF had coordinated GREEN's campaign activities with attorneys for the U.S. Department of Justice and a White House Special Counsel to assure that there were no improprieties. CLAUSS believes that GREEN was carried on a leave-of-absence while on the campaign and she recalled preparing a memorandum for signature by RAY MARSHALL to place GREEN on a non-pay status for the period. She does not know if the memorandum was ever issued. She recalled that she was on a world tour from August 5 to September 2, 1980 and could not have provided personal advice to GREEN during that period. She reported that NESTORF and files retained by ZINMAN should provide details of their coordination of GREEN's campaign activities. She recalled that GAO investigated the campaign activities of USDOL officals and found no problems with their treatment of the issue.

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3. CLAUSS advised that CHARLES BROWN and SETH ZINMAN received and reviewed Financial Disclosure Reports (FDR) filed by USDOL officials during the period 1979-1981. She personally reviewed those reports submitted by GREEN, and others at the Assistant Secretary level, and signed all reports as the Ethics Officer, USDOL. She did not recall any specific questions by GREEN regarding the necessity for reporting loans he had from BURT N. MITCHELL or other activities. She stated that BROWN or ZINMAN may have responded to such questions. She stated that she did not normally discuss FDR's with the reporting individuals unless their reports contained information indicating a possible conflict of interest. Where she found such problems, she recommended divestiture and annotated the FDR, comments section, to reflect the nature of her advise.

4. The full text of the interview is contained on side "A" of the recording that is provided with this report.

J. Huheey (dt)
John A. Huheey
Special Agent

Attachment-Tape Recording

50-0578-0005 A20
INTERVIEW OF CARL A CLASS
AT MADISON, WI 11/6/81

U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview October 19, 1981

At approximately 5:25 p.m. on October 19, 1981 I interviewed Kevin A. POLLARD at his residence, 6100 Laurent Drive, Parma, Ohio (telephone (261) 886-7114). POLLARD was advised of the identity of the reporting agent and was advised that the purpose of the interview was to obtain information regarding the TAWASA INVESTMENT CORPORATION.

POLLARD stated that he was formerly employed by the C. T. Corporate Systems, Room 1578 Union Commerce Building, Cleveland, Ohio from approximately August, 1978 to approximately April, 1981. During that period he was employed as a service representative and was responsible for the filing of articles of incorporation for various legal firms using C. T. Corporate Systems. POLLARD could not specifically recall TAWASA INVESTMENT CORPORATION, but advised that he and other employees of C. T. Corporate Systems regularly signed as incorporators on such documents. POLLARD explained that C. T.'s business was setting up corporations and acting as registered agents for corporations in the State of Ohio.

POLLARD recalled that his firm did a lot of work for the law firm of Bustamante/Donohue/and Palmisano, Attorneys-at-Law. POLLARD never had direct contact with the individuals actually forming the corporations. He stated that such information should be available at C. T. Corporate Systems in their files. He stated that Mike NACON, the Office Manager for C. T. should be able to provide information regarding the true identity of the incorporators of TAWASA INVESTMENT CORPORATION.

POLLARD stated that Eric F. WEEMA, and Anthony J. POLI, were also employees of C. T. Corporate Systems. Normally the first name on the articles of incorporation (Eric F. WEEMA for TAWASA INVESTMENT CORPORATION) was the individual who actually prepared and forwarded the articles of incorporation for new firms. POLLARD suggested that I contact WEEMA for addtional information regarding the filing on TAWASA.

Date Dictated 10/19/81

By John H. Huheey, Special Agent

Date Transcribed 11/09/81

At Cleveland, Ohio

File No. 50-0578-0004-A30

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Withdrawal/Redaction Sheet
Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. report	[Personally Identifiable Information] [partial] (1 page)	10/19/1981	b(6)

COLLECTION:
Clinton Presidential Records
Staff Secretary
Todd Stern
OA/Box Number: 9310

FOLDER TITLE:
Inspector General Documents [Folder 1] [1]

2019-0774-S
rs3388

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).
RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview October 19, 1981

On the above date the reporting agent conducted inquiries at the Central National Bank of Cleveland, 800 Superior Avenue, Cleveland, Ohio. A review of the active account records reflected the following information for TAWASA INVESTMENT CORPORATION.

Account Number: Unreleasable

Account Name: TAWASA INVESTMENT CORPORATION

Signature Authorities: Wesley TOLES, President
1133 Rutherford Road
Cleveland, Ohio 44112
SSN: (b)(6)

Mamie C. HURT, Officer
13995 Superior Road
Cleveland, Ohio 44118
SSN:

Business Address: Suite 1600 Illumination Building
55 Superior Avenue
Cleveland, Ohio 44113

Date Dictated 10/19/81

By John H. Huheey, Special Agent

Date Transcribed 11/09/81

At Cleveland, Ohio

File No. 50-0578-0004-A30

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OIG 103 (11/78)
GPO 934-966

U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview October 19, 1981

On the above date I interviewed Eric F. WEEMA at his residence, 7006 Greenleaf Avenue, Parma, Ohio (telephone (216) 886-4196). WEEMA was advised of the identity of the reporting agent and was informed that the purpose of the interview was to obtain information regarding the TAWASA INVESTMENT CORPORATION. WEEMA was advised that his name appeared as an incorporator of said firm on filings with the State of Ohio.

WEEMA advised that he was employed by the C. T. Corporation Systems at Room 1578, Union Commerce Building, Cleveland, Ohio from approximately September, 1978 through September, 1981. As a service representative for C. T. Corporation Systems, WEEMA was responsible for preparing articles of incorporation and charters for filing with various Secretary of States offices throughout the country. WEEMA stated that C. T.'s business was to serve as registered agents for various individuals who wish to file as corporate entities and that C. T. handled the filings for said corporations. WEEMA stated that he owned no interest in TAWASA INVESTMENT CORPORATION and understood that, as an incorporator, he maintained no legal liability with respect to the firms that he incorporated as an agent for C. T. Corporate Systems. WEEMA estimated that he prepared 5-6,000 filings per year during his period of employment with C. T. Corporate Systems and he could not recall any specific information relative to TAWASA INVESTMENT CORPORATION. WEEMA stated that C. T. Corporate Systems maintained records of all articles of incorporation that were filed listing C. T. Corporate Systems as the registered agent. WEEMA stated that such records and other documents relative to the filing should be available from C. T. Corporate Systems.

Date Dictated 10/19/81

By John H. Huheey, Special Agent

Date Transcribed 11/09/81

At Parma, Ohio

File No. 50-0578-0004-A3-

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U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview October 20, 1981

On the above date I interviewed Mike NACON, Office Manager, C. T. Corporate Systems, at his office in Room 1578 of the Union Commerce Building, Cleveland, Ohio. (Telephone (216) 621-4270) NACON was advised of the identity of the reporting agent and was informed that the purpose of the interview was to obtain information regarding the circumstances under which TAWASA INVESTMENT CORPORATION was incorporated.

NACON advised that his assistant, Joyce DONAHUE, had erred in reporting that his firm had not been involved in the incorporation of TAWASA. NACON explained that DONAHUE had advised him of my inquiry and that a subsequent file check had revealed a file on TAWASA INVESTMENT CORPORATION.

NACON, referring to his file on the company, provided the following information:

> TAWASA INVESTMENT CORPORATION was incorporated in the State of Ohio on January 28, 1980. C. T. Corporate Systems acted as the registered agent for the firm. The filing was accomplished incidental to a letter of request dated January 15, 1980 from the law firm of CARNEY/SHANAHAN/RAINS and LEVIN, 1505 Ohio Savings Plaza, Cleveland, Ohio. The letter reflected that Lisz KRAMER, an attorney with that firm would be the attorney of record for TAWASA INVESTMENT CORPORATION.
>
> Three C. T. Corporate Systems employees signed the application for articles of incorporation as the incorporators of record. (Eric F. WEEMA/Anthony J. POLI/and Kevin A. POLLARD) the articles incorporation were filed with the State of Ohio in accordance with the request of the law firm. A data sheet provided by the law firm included all information necessary for the filing.

Date Dictated 10/20/81

By John H. Huheey, Special Agent

Date Transcribed 11/09/81

At Cleveland, Ohio

File No. 50-0578-0004-A30

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In February, 1980 the approved articles of incorporation were forwarded to the attorney of record with a request for additional data that would be necessary to prepare bi-laws, schedule a meeting of the incorporators to accept stocks of scriptions, schedule a meeting of the share holders to adopt the bi-laws and elect the Board of Directors (to be named by the attorney of record), and to hold a director's meeting to formally assign shares and establish the corporation.

Such a request was forwarded to Lisa KRAMER on two or three occasions with no response. In approximately April, 1980 C. T. Corporate Systems closed the account as they had received no response from the attorney of record. A bill for their services was forwarded to the attorney of record and was paid by the law firm of CARNEY/SHANAHAN/RAINS and LEVIN.

NACON stated that the C. T. Corporate Systems file for TAWASA INVESTMENT CORPORATION revealed no further information regarding any subsequent transaction. NACON advised that much of the correspondence in the file had been purged after their receipt of payment and that only minimum correspondence was retained in the active files.

U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview October 22, 1981

At 1:30 pm on October 22, 1981 I went to the offices of Bustamante, Donohue and Palmisano Co., L.P.A., Suite 1600, The Illuminating Building, 55 Public Square, Cleveland, Ohio 44113 for the purpose of interviewing John H. BUSTAMANTE. Upon arrival, I was advised that BUSTAMANTE was not available but would be represented by Gerald D. KISNER, attorney in poactic with BUSTAMANTE. Present during my subsequent interview of KISNER were Ralph J. PALMISANO, a partner in BUSTAMANTE's law firm, and Laverne JOHNSTONE, a court reporter with the firm of CEFARATTI & RENNILLO, CSR, 1720 Ohio Savings Plaza, Cleveland, Ohio 44114. KISNER requested, and it was agreed both a tape recording and transcription would be accomplished as a condition to his agreement to permit the interview. After identifying myself by display of credential, I advised KISNER that the U.S. DOL was seeking BUSTAMANTE's cooperation in establishing the conditions under which a $10,000 payment was made to Dr. Alexis HERMAN on February 2, 1981 by the firm TAWASA INVESTMENT CORPORATION. KISNER then provided the following information:

> In late January, 1981, Dr. Alexis HERMAN had contacted John H. BUSTAMANTE, and had solicited his assistance thru the loan of $10,000. BUSTAMANTE understood that HERMAN needed the money on a short-term basis to cover expenses incurred in the operation of a new business venture. BUSTAMANTE agreed to arrange a loan for HERMAN. BUSTAMANTE discussed the loan with Wesley TOLES, President of TAWASA INVESTMENT CORPORATION, who agreed to make the funds available to HERMAN on a short-term basis.
>
> On or about February 2, 1981 a transfer order was issued by TOLES to the Central National Bank of Cleveland to pay $10,000 from a TAWASA INVESTMENT CORPORATION account to an account specified by HERMAN. The loan was repaid in full approximately 30 days later through HERMAN's issuance of a check payable to John H. BUSTAMANTE.

Date Dictated 10/22/81

By John H. Huheey, Special Agent

Date Transcribed 11/09/81

At Cleveland, Ohio

File No. 50-0578-0004-A30

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KISNER stated that the loan was not secured by promissory note or other written contract and that no interest or fee was charged by BUSTAMANTE or TAWASA INVESTMENT CORPORATION on the loan. KISNER explained that BUSTAMANTE knew Dr. HERMAN and arranged the loan as a personal favor. KISNER surmised that HERMAN was probably under the impression that the loan had been directly from BUSTAMANTE, and he assumed that was the reason she had repaid the loan by check to BUSTAMANTE. KISNER stated that BUSTAMANTE has no financial interest and controls no stock in the TAWASA INVESTMENT CORPORATION and he presumed that TOLES loaned the money to HERMAN as a personal favor to BUSTAMANTE. KISNER advised that BUSTAMANTE paid $10,000 to the TAWASA INVESTMENT CORPORATION to conclude the transaction after his receipt of payment from HERMAN.

KISNER pointed to the fact that the loan to Dr. HERMAN had been effected after her resignation from her position with the U.S. DOL. KISNER stated that he was not aware of any other loans or payments to current or former U.S. DOL officials by or at the bequest of BUSTAMANTE. KISNER advised that BUSTAMANTE would respond to written inquiries should further information be required. He requested that such inquiries be directed to his

Type of Report	City/State of Investigation	DOL Program
☐ Preliminary ☐ Final	Mobile, AL., Atlanta, GA.	ETA
☒ Special ☐ Supplemental	Date of Report: 12/1/81	Case Number: 40-0578-0002 (A30)
Subject: ERNEST GREEN Alleged Improprieties in the Awarding of ETA Contract Funds	Reviewers' Initials: BHW	
	Date Reviewed: 12/1/81	
Special Agent: JAMES P. WALKER	Regional Office: Atlanta, GA.	

1. This investigation was predicated upon receipt of a request dated April 15, 1981 for an Auxiliary Investigation from ROBERT McKEE, Special Agent-In-Charge of the Philadelphia RIO. The request relates to an alleged conflict of interest in awarding contracts through the CETA, Office of National Projects (ONP), by ERNEST GREEN, former Assistant Secretary of ETA; LAMOND GODWIN, former Director of ONP; and ALEXIS HERMAN, former Director of the Women's Bureau. It is alleged that preferential treatment was extended to certain contractors by GREEN, GODWIN and for HERMAN in exchange for political and/or financial considerations. This investigation was conducted in Mobile, Alabama and Atlanta, Georgia by Special Agent JAMES P. WALKER. A report was submitted on May 21, 1981 to the Philadelphia OI.

2. Additionally, on September 16, 1981, MARTY SQUITIERI in a meeting at the Arlington, VA. field office requested that the following persons be interviewed: (A). PAUL BOGOSIAN, SBA Contract Negotiator, Columbia, S.C. (B). Century 21 Real Estate Office at 1331 Glenwood Ave., S.E., Atlanta, Georgia, (regarding rental property at 1075 Hilburn Dr., S.E., Atlanta, Georgia) (C). SIDNEY RAINE, Mobile CETA Director, Mobile, AL.; and (D). Commissioner DAN WILEY, Mobile County, Mobile, AL.

3. On October 19, 1981 Special Agent SQUITIERI was advised telephonically that PAUL BOGOSIAN, S.B.A. Contract Negotiator, had moved and could be reached at 653-A. Chelsea Place, Newport News, VA.

4. On November 2, 1981 SIDNEY RAINE was interviewed during an investigation in the Mobile, Mobile County, Alabama area. RAINE stated: That he has been the CETA Director since 1977 and prior to 1977, he was the Acting Director; that HARRIS and ASSOCIATES were under contract to provide technical assistance in the Employment Opportunity Pilot-Program (EOPP) in 1979-80. That as a result of the EOPP contract, another contract was given to HARRIS in 1980; that (RAINE) was notified by the U.S. Labor Department he had a limited period of time to place CETA participants in unsubsidized jobs. RAINE also alleges that the U.S. Labor Department told him that due to the time frame, he could use outside agencies to find participants jobs. Based on the time mandate, RAINE said he discussed with MEL HARRIS a two phase contract:

(1) Contract to find jobs for 500 or 600 CETA participants. (RAINE advised that to his knowledge, HARRIS didn't have a personnel placement business at the time of the discussion.)

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(2) And phasing down the program. This phase down would include looking at the accounting and personnel procedures to make sure the system recovered the information needed.

During the contract talks, RAINE said HARRIS mentioned the possibility of GREEN, HERMAN and ASSOCIATES working with HARRIS and ASSOCIATES. However, it was subsequent to the awarding of the contract for "close out" that he learned by phoning HARRIS that GREEN, HERMAN and ASSOCIATES would be a part of the "close-out". RAINE said that he believed that HARRIS was "just considering" associating with GREEN, HERMAN when HARRIS discussed the association with him. RAINE denied that pressure had been applied upon him, and stated to his knowledge no pre-arrangements were made. Furthermore, RAINE said that GREEN never approached him regarding the contract. RAINE related that JOHN HUDSON, who lives in Miami, FL. recommended MEL HARRIS for the "close-out" contract, and he recommended MEL HARRIS to DAN WILEY, based on HUDSON's recommendation to him.

5. On November 2, 1981, I went to Commissioner DAN WILEY's office at the Mobile County Consortium. Mr. WILEY's secretary advised me that WILEY was out of town. I provided WILEY's secretary with my business card and requested that Mr. WILEY phone me. Subsequent to my visit to WILEY's office, I made several unsuccessful attempts to reach him by telephone.

6. On November 5, 1981, PORTER SANFORD III was interviewed at the Century-21 Real Estate Office, 1331 Glenwood Ave., S.E., Atlanta, Georgia. SANFORD advised that he didn't want to be involved in any inquiry. He stated that his relationship with LAMOND GODWIN was business. SANFORD informed me that his office collects the rental money for GODWIN's property at 1075 Hilburn Dr., Atlanta, Georgia. SANFORD added that he tried to sell the property for GODWIN, but when it didn't sell, he rented the property and forwards the money to GODWIN upon receipt. Records at the Fulton County, Georgia Administration Building indicates that I. LAMOND GODWIN owns the property at 1075 Hilburn Dr., S.E., Atlanta, GA.

James P. Walker

JAMES P. WALKER
Special Agent

DISTRIBUTION: WHITE - OIG OFFICE - KANSAS CITY, MO.
YELLOW - OIG FILE
PINK - CASE AGENT - JAMES P. WALKER
COPY - MARTY SQUITTIERI - OI PHILADELPHIA, PA.

ATTACHMENTS

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U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview November 5, 1981

PORTER SANFORD III the Real Estate Broker for Century 21 located at 1331 Glenwood Ave., S.E., Atlanta, Georgia was interviewed. His business telephone is 404-522-9691. SANFORD was advised of the official nature of the interview and that his cooperation was requested. SANFORD provided the following information:

SANFORD said that he didn't want to be involved in any inquiry. He advised that his relationship with LAMOND GODWIN was business. SANFORD collects the rent money on property at 1075 Hilburn Dr., Atlanta, Georgia. He advises that he tried to sell the property for GODWIN, but when it didn't sell, he rented the property and collects the rent and sends the money to GODWIN. SANFORD said he has known GODWIN for approximately 10 years.

SANFORD said he didn't wish to provide any further information unless he knew who we were investigating.

By S/A JAMES P. WALKER James P Walker

At Atlanta, GA

Date Dictated

Date Transcribed 11/10/81

File No.

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U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview November 2, 1981

SIDNEY G. RAINE was interviewed on November 2, 1981 at 350 St. Joseph St., Mobile, AL., RAINE was advised of the official nature of the interview - that his cooperation was requested. RAINE consented to be interviewed and provided the following information:

RAINE lives at 751 S. Cedar St., Mobile, AL., and his telephone number is 205- 432-0909. He has been CETA director since 1977 and prior to 77 he was acting director.

RAINE said that MEL HARRIS and ASSOCIATES were under contract to provide technical assistance in the Employment Opportunity Pilot Program (EOPP) in 1979 - 80. As a result of the EOPP contract, another contract was given to HARRIS in 1980.

RAINE was notified by the "U.S. Labor Department",he did not recall who,that he had a limited period of time to place CETA participants in unsubsidized jobs. The "Labor Department" told RAINE that due to the time frame, he could use outside agencies to find people jobs.. Based on time mandate, he said he discussed with MEL HARRIS a two phase contract: (1) Contract to find jobs for 500 or 600 CETA participants, (2) And phasing down the program. This phase down would include looking at the accounting and personnel procedures to make sure the system recovered the information needed. RAINE advised that to his knowledge, HARRIS didn't have a personnel placement business at the time of the contract.

During the contract talks, RAINE said HARRIS mentioned the "possibility" of GREEN, HERMAN and ASSOCIATES working with MEL HARRIS and ASSOCIATES. However, it was subsequent to the awarding of the contract for "close-out" that he learned by phoning HARRIS that GREEN, HERMAN and ASSOCIATES would be a part of the close-out. RAINE asked HARRIS for a copy of his agreement with GREEN, HERMAN and ASSOCIATES. However, RAINE stated that is was not his concern if HARRIS subcontracted with another company, explaining that he had a contract with MEL HARRIS to provide a service and HARRIS met all requirements outlined by CETA.

RAINE said that he believed that HARRIS was "just considering" associating with GREEN, HERMAN and ASSOCIATES, when it was discussed with him.

RAINE advised that no pressure had been applied upon him, and to his knowledge no pre-arrangements were made. Furthermore, RAINE said that GREEN never approached him regarding the contract. RAINE said JOHN HUDSON, who lives in Miami, FL. at this time, recommended MEL HARRIS for the close out contract, and he recommended MEL HARRIS to DAN WILEY, based on HUDSON's recommendation to him. RAINE said in the past the local State Employment Service did a poor job of placing participants and he wanted to find a better system. RAINE felt it was easier to extend HARRIS' contract than to go competitive bidding, because he didn't have the luxury of time.

Date Dictated _____

By S/A JAMES P. WALKER James P. Walker

Date Transcribed 11/6/81

At Mobile, AL.

File No. _____

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4/1,

U. S. Department of Labor

Office of Inspector General
90 Church Street
Room 1316-B
New York, N.Y. 10007
264-4596
Reply to the Attention of:

October 26, 1981

Ford Foundation
320 East 43 Street
New York, N.Y. 10017
Mr. Edward Mead
Education Department

Dear Sir,

As per our telephone conversation on 10/23/81, this office is requesting a copy of resume submitted by LAMOND GODWIN, to the FORD FOUNDATION.
Also requested is copy of consultant contract assigned to Mr. GODWIN.
Thanking you in advance for your cooperation.

Yours truly

Ernest P. Repetti
Special Agent U.S.D.O.L. OIG.

1/1

11-4-81

U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview 10/22/81

I contacted the ROCKEFELLER FOUNDATION, 1133 Avenue of the America's New York, N.Y. tele. #869-8500 extention 350.

I spoke with Dr. BERNARD ANDERSON, DIRECTOR of the Social Services Division. He informed me that he was instrumental in obtaining consultant work for LAMOND GODWIN. He stated that he has known Mr. Godwin for ten years, and has met with him socially and at business conferenees. He contacted him in February, 1981 after Mr. GODWIN left government services. Dr. ANDERSON indicated that Mr. GODWIN was given a consultant assignment, due to his prior background and experience in social service work.

Dr. ANDERSON informs me that he has been Director at the FOUNDATION , since February, 1979. He was previously employed at Wharton College, at the University of Pennsylvania. The ROCKEFELLER FOUNDATION does not receive any government grants.

Dr. ANDERSON informs me that ERNEST GREEN and ALEXIS HERMAN are also known to him both socially and in meeting at business conferences. He nor the FOUNDATION have had any business dealings with GREEN, HERMAN or The U.S. Dept. of Labor.

By S/A ERNEST P. REPETTI Ernest P. Repetti

At New York, N.Y.

Date Dictated 10/23/81

Date Transcribed

File No. 20-0578-0001A

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U.S. DEPARTMENT OF LABOR
Office of the Secretary
Office of Inspector General

REPORT OF INTERVIEW

Date of Interview 10/26/81 11-5-81

On this date I contacted Dr. ROBERT GILMORE 475-0850.This telephone number is listed to Global Prespectives in Education Inc, Center for Global Perpectives, and Center for War and Peace Studies.It is located at 218 East 18th Street, New York, N.Y. Previous telephone contact was to 6751042 listed to ROBERT GILMORE at 39 West 11th Street, New York, N.Y. A call to that number referred me to 475-0850.

ONLY a phone interview - Repetti

Mr. GILMORE was told that I was interested in obtaining some information in relationshp to a loan by him to GREEN-HERMAN Assoc. Mr. GILMORE asked me for some further information as to the amount of loan and when it was made. He did not seem to recall the full circumstances of the loan. He indicated that he has some vague recollection of it and would consult with his secretary to obtain further information for me.He also indicated that he had consulted with his accountant and financial advisor ROBERT WILLIAMS who arranged the transaction.

Mr. GILMORE told me that he knows ERNIE GREEN through his association with BAYARD RUSTIN and the RECRUITMENT AND TRAINING PROGRAM (RTP). He indicated that he at one time was on the Board of Directors of RTP. He said that he has great interest in an action group called the Society of Friends that is involved with Educational Studies and African Relief. He also stated he was very friendly with the late NORMAN THOMAS.

Later this date I received a call from ALICE EMERICK 475-1137 secretary of Mr. GILMORE who told me to contact ROBERT I. WILLIAMS CPA at 867-8000 for the loan information. The CPA firm of PANNELL, KERR and FORSTER are listed to 867-8000 located at 420 Lexington Avenue, New York, N.Y. I spoke to Mr. WILLIAMS who told me he is the accountant and financial advisor for Mr. GILMORE. He stated that Mr. GILMORE told him to arrange for a $25,000 loan to be given to GREEN-HERMAN & Associates.He had never met or known of either of the principals prior to the loan. He made the arrangements for the transaction of the loan. The loan was not repaid on 9/30/81 but extended to 10/31/81. The rate to be paid on the one month extension is 18%

11-5-81 NO as per Repetti

When was the loan made? 3-81

as per Monty 11-4-81

Gilmore ever a contractor w/DOC? NO as per Monty/Green interview F/18/81 Check DOC records

Date Dictated 10/26/81

By S/A ERNEST P. REPETTI Ernest P. Repetti

Date Transcribed

At New York, N.Y.

File No. 20-0578-0001A

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ROUTING AND TRANSMITTAL SLIP

Date 10/30/81

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. S/A BILL ZLEIT		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

MATERIAL PICKED UP RELATING TO MEDIA SYSTEMS AND ROBERT L. GREEN (SEE REPORT OF INTERVIEW DATED 10/30/81

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
S/A ERNIE REPETTI RID, N.Y.	Phone No. 764-4596

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ U.S. G.P.O. 1980-311-156/10

U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview 10/30/81

On this date I personally interviewed JAMES CASELLA, Vice Pres., MEDIA SYSTEMS Corp, at 753 Third Ave, New York, N.Y. Mr. CASELLA informs that MEDIA SYSTEMS is primarily engaged in formulaing instructional programs through the provision of basic learning materials.

Mr. CASELLA was first introduced to ERNEST GREEN and ALEXIS HERMAN in February, 1981. They were recommended by WADE DUNN, National Sales Manager for MEDIA SYSTEMS and ROBERT L. GREEN , Dean College,of Urban Developement Michigan State University. Mr. DUNN has been on the staff of MEDIA SYSTEMS for approximately seven years. Mr. ROBERT L. GREEN has been doing consulting work for Media Systems. They apparently were both previously acquainted with ERNEST GREEN and ALEXIS HERMAN. After meeting with GREEN/HERMAN and reviewing their background and experience Mr. CASELLA contracted their firm for consulting services. A letter and proposal (attached) from GREEN-HERMAN Associates, dated 9/18/81 requests continued service to MEDIA SYSTEMS That renewal is presently being reviewed for approval, by MEDIA SYSTEMS. Mr. CASELLA stated that, he does not believe ROBERT L. GREEN and ERNEST GREEN are related.

By S/A ERNEST P. REPETTI Ernest P. Repetti

At New York, N.Y.

Date Dictated 10/30/81

Date Transcribed

File No. 20-0578-0001A

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OIG 103 (11/78)
GPO 934-966

GREEN-
HERMAN
ASSOCIATES, INC.

:5 Connecticut Avenue, N.W.
te 308
shington, D.C. 20009
)2) 797-7206

September 18, 1981

James Casella
Vice President
HBJ/Media Systems Corporation
757 Third Avenue
New York, New York 10017

Dear Jim:

This transmittal represents our formal proposal for continued services to Media Systems Corporation.

We look forward to initiating these activities and continuing to work closely with Media Systems to assist in penetrating new markets.

Sincerely,

ERNEST G. GREEN
President

Enclosure

2/4

Green-Herman & Associates, Inc. proposes to provide Media Systems Corporation with services in the critical area of program/product assessment.

The program/product assessment services would provide Media Systems with an evaluation of its existing products through such activities as conducting impact and cost-benefit analysis, providing program operation and performance analysis, and assisting Media Systems in institutionalizing assessment techniques and procedures.

Specifically, this program/product assessment would entail:

I. Provision of a detailed description of the objectives of the assessment.

   A. Describing of the product/program objectives and its key component(s).

   B. Profiling of the key characteristics of the program's existing participants/users.

   C. Profiling of the services provided by the product/program(s).

   D. Profiling of the skills acquired by the program participants/users.

   E. Determining the cost-effectiveness of the program.

   F. Assessing the benefits of the program to the participants/users.

   G. Assessing the benefits of the program to other targeted client groups.

II. Assessment of the status/conditions of existing followup and validation procedures.

A. Reviewing of existing test and overall program validation studies.

B. Recommending appropriate validation/evaluation methodologies.

III. Provision of a framework for the assessment.

A. Reviewing and analyzing all potential data sources.

B. Providing a detailed evaluation design with timetable for implementation.

C. Conducting of the assessment.

D. Compiling of the assessment report.

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U.S. DEPARTMENT OF LABOR Office of the Secretary Office of Inspector General	REPORT OF INTERVIEW

Date of Interview November 9, 1981

On the above date, BOB TUCKER of Bob Tucker and Associates, 904 First NBC Building, 210 Baronne Street, New Orleans, LA, was interviewed by Special Agent TRIMBLE.

The Agent identified herself as a Special Agent with the U.S. Department of Labor, Office of Inspector General. Mr. TUCKER was informed the interview pertained to an official investigation being conducted by the U.S. Department of Labor.

TUCKER provided the following information:

Bob Tucker and Associates is a Management Consultant firm that provides services which include feasibility studies, training, analysis, and assist in program development.

Management personnel of the organization are: ELIZABETH HISER, Administrative Assistant; Dr. BEVERLY FAVERE, Program Manager; VIRGINIA BISHOP, Project Director: and BOB TUCKER, President.

TUCKER stated he has been in the consultant business for the last three years.

Information is received by his organization regarding contracts that are going to be let through the Commerce Business Daily, a publication put out by the U.S. Department of Commerce; casual conversation with other people; through marketing efforts of his own staff; newspapers; and RFT'S sent from agencies.

Bob Tucker and Associates have had contracts with U.S. Department of Labor and HUD. The contract with HUD was to rewrite a Community Development program.

Date Dictated

By Sammie Elaine Trimble SET

Date Transcribed 11-25-81

At New Orleans, Louisiana

File No.

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2/7

There were two proposals presented to Department of Labor sometime during the latter part of 1980. One was to evaluate the waste water training facilities program. This contract was cancelled at the convenience of the Government after the new Administration took office. The other contract was SECEP.

This contract was granted. Both contracts were new contracts.

On the proposal for the SECEP program, TUCKER dealt with RON LUDIN and on the water waste project, he dealt with CLAY ADAM.

Negotiations for these DOL contracts began in September or October 1980. However, contracts could not be issued because no funds were available because the Department of Labor was operating under a Continuing Resolution. TUCKER said he was the only one from his organization conducting negotiations with DOL.

TUCKER stated he nor Bob Tucker and Associates has had no dealings with Green and Herman Associates; Lamond Godwin LTD; Earnest Green; Alexes Herman, or Lamond Godwin.

TUCKER stated he knows all three individuals. He knew GREEN and GODWIN professionally and casually. He knows ALEXES HERMAN only in passing.

TUCKER said there has been no exchange of favors or money between he or Bob Tucker and Associates and Green and Herman Associates; Lamond Godwin LTD; EARNEST GREEN; ALEXES HERMAN, or LAMOND GODWIN.

As far as he knows, TUCKER stated there is no connection between One America and LAMOND GODWIN or Lamond Godwin LTD.

The contract with One America was negotiated July 22, 1981. One America is two weeks short of completion of work.

Officers of One America are ELAINE JENKINS, President, and JUDY JENKINS, Vice President.

TUCKER said he chose One America to do the work on this contract because (1) They are located in Washington, D.C.; (2) Church affiliation; (3) He and JENKINS are Republicans; (4) He knew that the quality of their work was good.

One America assisted in recruiting six centers for the project; developed a questionnaire for the local Chamber of Commerce; developed interview guides which solicited opinions of Chamber of Commerce and banks; made evaluations of program; identified within 15 areas the local Chamber of Commerce and banks to whom the questionnaire was to go; conducted

3/7

interviews; analyzed data received back from Chambers of Commerce and banks; filed reports of responses and made recommendations TUCKER further stated that as far as he knows, One America completed all work alone. Lamond Godwin, LTD. nor LAMOND GODWIN assisted in this project any any way.

TUCKER stated he only met with GODWIN once. This was after he had completed negotiations with Contract Officer on a contract. GODWIN met with him to discuss what DOL standards would be and what was to be expected.

TUCKER said RON LUDIN and PAUL MAYRAND, DOL Contract Officials can attest to the quality of work provided by Bob Tucker and Associates.

In reference to the contract that was terminated after the new Administration took office, he said that the Government's own report states that the contract was terminated because the people to be looked at did not want to be looked at. (See attached)

4/7

11-4-81

The Advisory Council

HBJ/MEDIA SYSTEMS CORPORATION
A Subsidiary of Harcourt Brace Jovanovich, Inc.
757 Third Avenue, New York, NY 10017

11-4-81

Alienated Youth and Success—

Another Chance for Education

Robert L. Green, Ph.D.
Dean, College of Urban Development
Michigan State University



Media Systems Corporation
A Subsidiary of Harcourt Brace Jovanovich, Inc.

AVT® Learning Systems for Individualized Instruction

- Accounting
- Business Administration
- Secretarial Studies



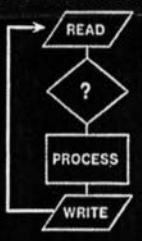








THE ALL IMPORTANT LOOP!





CHECK YOUR PROGRESS

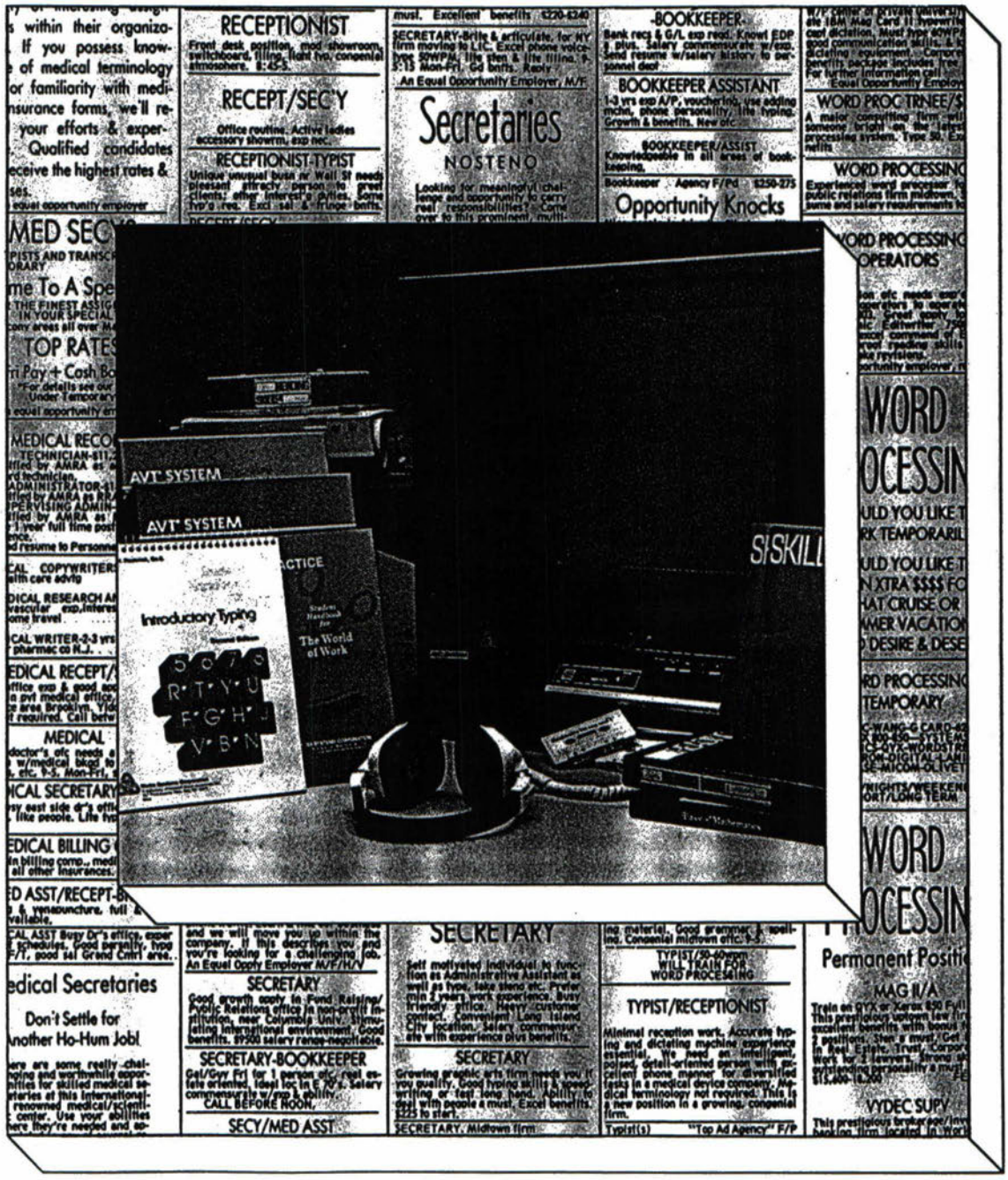
OBJECTIVES

- ☑ define plant and equipment assets and compute their cost
- ☑ identify costs of land and buildings and make entries for their purchase
- ☑ define depreciation in terms of useful life of an asset
- ☑ identify land improvements
- ☑ state the causes of depreciation
- ☑ explain salvage value
- ☑ state the effect of depreciation on the Income Statement and income taxes
- ☑ identify revenue and capital expenditures

HBJ/MEDIA SYSTEMS CORPORATION • A Subsidiary of Harcourt Brace Jovanovich

Comprehensive, Self-Contained Job Training for Occupations in Demand Now

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- BASIC ALGEBRA



HBJ/MEDIA SYSTEMS CORPORATION / A Subsidiary of Harcourt Brace Jovanovich, Inc.

CAPABILITY REVIEW REQUIREMENTS REQUEST — ☐ INITIAL SUBMISSION ☐ REVISION

TO: DIRECTOR, OFFICE OF BUSINESS DEVELOPMENT
WASHINGTON, D. C. 20416

DATE: 4/12/76

1. APPLICANT'S NAME AND ADDRESS *(Include County and ZIP Code)*

MITCHELL & TITUS, CPAs 60 East 42nd Street, New York, N.Y. 10017

COMPANY CONTACT: Bert N. Mitchell TELEPHONE NUMBER: (212) 697-6020

2. TYPE OF ORGANIZATION *(CHECK ONE)*: ☐ Individual ☒ Partnership ☐ Other *(Specify)*

☐ Corporation { Date of Incorporation _____ / Incorporated in State of _____

Year Firm Established: 1973

3. TYPE OF BUSINESS *(Check Applicable Box(es))*:

☐ Manufacturer or Producer ☐ Concession ☐ Consulting ☒ Service CPA firm
☐ Construction ☐ Sales ☐ Other *(Specify)*

4. SIZE OF BUSINESS: (a) Average No. of Employees for last 4 Calendar Quarters: 12

(b) Floor Space (Sq. Ft.): Mfg. N/A ; Warehouse N/A ; Office 1,600

5. IDENTIFY SPECIAL CAPABILITIES *(i.e. Manufacturing Specialties, Consulting Expertise, Breakdown of ADP Capabilities)*:

MITCHELL & TITUS, CPAs performs auditing and management consulting in various areas, e.g., financial management systems, training seminars for financial personnel. Assists government agencies and corporations in internal accounting work when their staff is overburdened, etc.

Continued under #15

6. IDENTIFY: (a) Equipment on Hand; (b) New Equipment Required:

Only equipment necessary are normal office machines - all of which are on hand at present.

7. CONTRACTS HELD WITH FEDERAL GOVERNMENT DURING PAST 3 YEARS *(List Separately)*
DO NOT INCLUDE 8(a) AWARDS.

Procuring Agency	Description of Items (Include FSN where applicable)	$ Value
SOCIAL SECURITY ADMINSTRATION	AUDIT OF MEDICARE CONTRACT	$4,500

8. LIST ITEMS OR SERVICES FOR WHICH FIRM NOW SEEKS COMMERCIAL MARKETS:

N/A

Auditing, accounting, tax planning, and various types of financial management consulting.

1/2

SBA FORM 1017 (2-72) REF: SOP 6042 OVER

9. COMPANY FISCAL YEAR: January 1 (Month, Date) To December 31 (Month, Date)

(a) Total Sales for Preceding Three Fiscal Years:

FY 197 3 $ 165,000 ; FY 197 4 $ 303,000 ; FY 197 5 $ 334,000 ;

(b) Total Sales for Current Fiscal Year to Date: $ _____

10. BUSINESS PLAN PROJECTION

	Apr. thru Sept. 1976	Oct. 76 thru Sept. 77		
8(a) Projected Support	$ 150,000	$ 300,000	$	$
Non-8(a) Sales	$ 150,000	$ 400,000	$	$
TOTAL	$ 300,000	$ 700,000	$	$

11. LIST 8(a) REQUIREMENTS NEEDED FOR CURRENT FEDERAL FISCAL YEAR OR NEXT FEDERAL FISCAL YEAR: 197__: *(For Manufacturing Firms ONLY)*

FEDERAL STOCK CLASS (11 or 13-Digit Number)	ITEM DESCRIPTION	DOLLAR VOLUME REQUIRED
		$
		$
		$
		$
		$
		TOTAL $

12. NATIONAL BUY SUPPORT REQUESTED: ☐ Yes ☐ No

13. INDUSTRY SUPPORT REQUESTED: ☐ Yes ☐ No

14. ENCLOSURE(S) (Check): ☐ Descriptive Literature ☒ Brochure ☐ Photographs ☐ Catalog

15. CONTINUATION OF PREVIOUS ITEMS *(include item number)*/REMARKS:

Cite here the Government procuring activities which procure the requested services or supplies.

Within the last 90 days, we have signed contracts to render auditing services to the Department of Commerce and the Environmental Protection Agency. Other possible areas of new business under the 8(a) Program includes SBA 406 and audit contracts with the Federal Aviation Administration.

(Use additional plain sheets if necessary)

Prepared By:	Date:	SBA Region No.
Bert N Mitchell, Partner	4/12/76	II - NY

SBA FORM 1017 (2-72)

9. COMPANY FISCAL YEAR: JANUARY 1 (Month, Date) To DECEMBER 31 (Month, Date)

(a) Total Sales for Preceding Three Fiscal Years:

FY 19 72 $ none ; FY 19 73 $ 165,000 ; FY 19 74 $ 303,000 ;

(b) Total Sales for Current Fiscal Year to Date: $ 50,000 for Jan. & Feb., 1975

10. BUSINESS PLAN PROJECTION *(By Federal Fiscal Year)*:

	19 75	19 76	19 77	19 78
8(a) Projected Support	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Non-8(a) Sales	$ 300,000	$ 350,000	$ 400,000	$ 450,000
TOTAL	$ 350,000	$ 400,000	$ 450,000	$ 500,000

11. LIST 8(a) REQUIREMENTS NEEDED FOR CURRENT FEDERAL FISCAL YEAR OR NEXT FEDERAL FISCAL YEAR: 19__: *(For Manufacturing Firms ONLY)*

FEDERAL STOCK CLASS (4-Digit Number)	CLASS CATEGORY	DOLLAR VOLUME REQUIRED
		$
		$
		$
		$
		$
		TOTAL $

12. NATIONAL BUY SUPPORT REQUESTED: [X] Yes [ ] No

13. INDUSTRY SUPPORT REQUESTED: [X] Yes [ ] No

14. ENCLOSURE(S) (Check): [ ] Descriptive Literature [ ] Brochure [ ] Photographs [ ] Catalog BROCHURE BEING DEVELOPED

15. CONTINUATION OF PREVIOUS ITEMS *(include item number)*/REMARKS:

(5) Mitchell & Titus has an extremely highly qualified staff. More than 50% of our staff are either MBAs or CPAs or both, including one who is a CPA and an attorney. We can handle any type of auditing assignment and most financial management consulting and training engagements. Three of our staff members have taught at the City University of New York.

(Use additional plain sheets if necessary)

Prepared By: David Schwartzman Date: 3/14/75 SBA Region No. II

SBA FORM 1017 (2-72)

CASE # 20307

CAPABILITY REVIEW AND REQUIREMENTS REQUEST

☐ INITIAL SUBMISSION
☒ REVISION

TO: DIRECTOR, OFFICE OF BUSINESS DEVELOPMENT
WASHINGTON, D. C. 20416

DATE: March 14, 1975

1. APPLICANT'S NAME AND ADDRESS *(Include County and ZIP Code)*
MITCHELL & TITUS, CPAs, 60 East 42nd STREET, New York, New York 10017

COMPANY CONTACT: BERT N. MITCHELL TELEPHONE NUMBER: 212-697-6020

2. TYPE OF ORGANIZATION *(CHECK ONE)*: ☐ Individual ☒ Partnership ☐ Other *(Specify)*

☐ Corporation { Date of Incorporation _____ / Incorporated in State of _____

Year Firm Established: April 1973

3. TYPE OF BUSINESS *(Check Applicable Box(es))*:
☐ Manufacturer or Producer ☐ Concession ☐ Consulting ☒ Service
☐ Construction ☐ Sales ☐ Other *(Specify)*

4. SIZE OF BUSINESS: (a) Average No. of Employees for last 4 Calendar Quarters: 10

(b) Floor Space (Sq. Ft.): Mfg. _____; Warehouse _____; Office 1,600

5. IDENTIFY SPECIAL CAPABILITIES *(i.e. Manufacturing Specialties, Consulting Expertise, Breakdown of ADP Capabilities)*:
Mitchell & Titus performs auditing and management consulting in various areas, e.g., financial management systems, training seminars for financial personnel. Assists government agencies and corporations in internal accounting work when their staff is over burdened, etc.

Continued under # 15

6. IDENTIFY: (a) Equipment on Hand; (b) New Equipment Required:

Only equipment necessary are normal office machines - all of which are on hand at present.

7. CONTRACTS HELD WITH FEDERAL GOVERNMENT DURING PAST 3 YEARS *(List Separately)*

Procuring Agency	Description of Items (Include FSN where applicable)	$ Value
N O N E		

8. LIST ITEMS OR SERVICES FOR WHICH FIRM NOW SEEKS COMMERCIAL MARKETS:

A.1

Mitchell & Titus performs auditing and management consulting in various areas, e.g., financial management systems, training seminars for financial personnel. Assists government agencies and corporations in internal accounting work when their staff is overburdened, etc.

1/2

CAPABILITY REVIEW AND REQUIREMENTS REQUEST

☐ INITIAL SUBMISSION
☒ REVISION

TO: DIRECTOR, OFFICE OF BUSINESS DEVELOPMENT
WASHINGTON, D. C. 20416

DATE: 07/25/78

1. APPLICANT'S NAME AND ADDRESS *(include County and ZIP Code)*
Mitchell, Titus & Co., 2 Park Avenue, New York, New York 10016

COMPANY CONTACT: Bert N. Mitchell TELEPHONE NUMBER: (212) 686-4777

2. TYPE OF ORGANIZATION *(CHECK ONE)*: ☐ Individual ☒ Partnership ☐ Other *(Specify)*

☐ Corporation { Date of Incorporation _____ / Incorporated in State of _____

Year Firm Established: 1973

3. TYPE OF BUSINESS *(Check Applicable Box(es))*:
☐ Manufacturer or Producer ☐ Concession ☐ Consulting ☒ Service CPA firm.
☐ Construction ☐ Sales ☐ Other *(Specify)*

4. SIZE OF BUSINESS: (a) Average No. of Employees for last 4 Calendar Quarters: 24

(b) Floor Space (Sq. Ft.): Mfg. _____; Warehouse _____; Office 5,000

5. IDENTIFY SPECIAL CAPABILITIES *(i.e. Manufacturing Specialties, Consulting Expertise, Breakdown of ADP Capabilities)*:
Mitchell, Titus & Co. is a full service CPA firm, providing services in such areas as auditing, accounting, taxation, financial management consulting, accounting system installation, computer systems installation, personnel recruiting, training seminars, financial counselling, etc. The firm has an extraordinary high caliber staff. Most of our professional staff are CPAs and also holders of MBA degrees. The firm has strong capabilities in auditing government funded programs for various federal departments and agencies.

6. IDENTIFY: (a) Equipment on Hand; (b) New Equipment Required:

As our firm renders professional services, there is little need for special equipment - all required office equipment is on hand at the present time.

7. CONTRACTS HELD WITH FEDERAL GOVERNMENT DURING PAST 3 YEARS *(List Separately)*

Procuring Agency	Description of Items (Include FSN where applicable)	$ Value
Department of Commerce	Audit of grantees	$150,000
Environmental Protection Agency	Audit of grantees	300,000

8. LIST ITEMS OR SERVICES FOR WHICH FIRM NOW SEEKS COMMERCIAL MARKETS:
Auditing, accounting, tax services, management consulting services. Conducting training seminars.

1/2

9. COMPANY FISCAL YEAR: Jan. 1 (Month, Date) To Dec. 31 (Month, Date)

(a) Total Sales for Preceding Three Fiscal Years:

FY 197 5 $ 332,000 ; FY 197 6 $ 436,000 ; FY 197 7 $ 650,000 ;

(b) Total Sales for Current Fiscal Year to Date: $ 400,000 Jan. to June 1978

10. BUSINESS PLAN PROJECTION (By Federal Fiscal Year):

	197 8	197 9	19X 80	19X 81
8(a) Projected Support	$ 500,000	$ 800,000	$ 1,000,000	$ 1,000,000
Non-8(a) Sales	$ 500,000	$ 700,000	$ 1,000,000	$ 1,500,000
TOTAL	$ 1,000,000	$ 1,500,000	$ 2,000,000	$ 2,500,000

11. LIST 8(a) REQUIREMENTS NEEDED FOR CURRENT FEDERAL FISCAL YEAR OR NEXT FEDERAL FISCAL YEAR: 197__: *(For Manufacturing Firms ONLY)*

FEDERAL STOCK CLASS (4-Digit Number)	CLASS CATEGORY	DOLLAR VOLUME REQUIRED
		$
		$
		$
		$
		$
	TOTAL	$

12 NATIONAL BUY SUPPORT REQUESTED: ☒ Yes ☐ No

13. INDUSTRY SUPPORT REQUESTED: ☒ Yes ☐ No

14 ENCLOSURE(S) (Check): ☐ Descriptive Literature ☒ Brochure ☐ Photographs ☐ Catalog

15 CONTINUATION OF PREVIOUS ITEMS *(include item number)*/REMARKS:

(Use additional plain sheets if necessary)

Prepared By: Bert W Mitchell, CPA | Date: 7-25-78 | SBA Region No. 2

SBA FORM 1017 (2-72)

U. S. Department of Labor

Office of Inspector General
90 Church Street
Room 1316-B
New York, N.Y. 10007

October 20, 1981

Reply to the Attention of:

To: S/A William E. Zleit

FROM: S/A Ernest P. Repetti EPR

SUBJECT: File No 20-0578-0001 A
Mitchell/Titus + Co.

On 10/16/81 I presented attached letter to John Tracy, Chief of Procurement, Small Business Administration at 26 federal plaza, N.Y. N.Y.
Mr. Tracy informs me that as per agreement with SBA, OIG the documents requested will be forwarded through their IG to you at the national office.
Further information received from Joseph Hallock, Assist Reg. Council S.B.A. regarding advance payments to Mitchell /Titus indicate the following Advances .

$60,000	6/8/76
$50,000	1/18/77

The advances were given on contract # 76-C-088 and 76-C-130, either one or both. The repayments were made as follows:

$10,000	10/26/76
50,000	2/22/78
50,000	3/8/79

The repayments as made would appear delinquent.

1/1

U. S. Department of Labor

Office of Inspector General
90 Church Street
Room 1316-B
New York, N.Y. 10007

December 18, 1981

Reply to the Attention of:

MEMORANDUM FOR: William Zleit, Special Agent - In-Charge

FROM: Ernest P. Repetti, Special Agent

SUBJECT: Mitchell Titus Co., and SBA

It is my recollection that Mitchell Titus Co. was also an SBA sub-contractor in the Atlanta offices of SBA besides New York. The SBA file at the New York Regional Office indicates that Mitchell Titus Co. was not engaged in other governmental contract assignments. This could possibly be a serious infraction or a criminal offense if Mitchell Titus was in fact recipients of SBA sub-contracts in more than one Region without reporting it to them.

1/1

12-21-81

Bill,

I was out of town and had Kathy of our office type and mail this 104 to you in my absence, so I just knew that you had the report.

Pls call me and let me know if you get this second one.

Elaine Trimble

RECEIVED
U.S. DEPT. OF LABOR
OIG/RIO
DEC 30 1981
FRAUD DIVISION

1/7

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS

11-4-

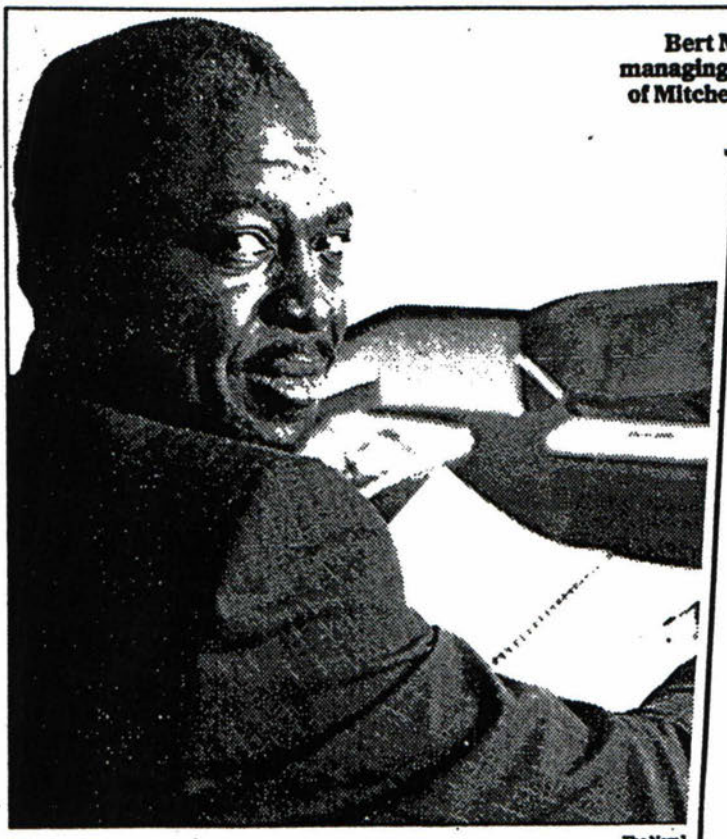
in th new

The New York Times

Sunday, August 17, 1980

Polyglot Among Accountants

By ALIX M. FREEDMAN



Bert Mitchell, managing partner of Mitchell/Titus

The New

Bert Mitchell, the expansive managing partner of Mitchell/Titus & Company, accountants, likes to tell people about Loc Nguyen, a middle-aged Vietnamese immigrant who came to the United States and, despite his law degree, could not find a job.

"The largest accounting firms weren't willing to take him," said Mr. Mitchell. "But we did. We trained him, he passed his C.P.A. exam, he got a promotion — and then one of the Big Eight hired him."

When Mr. Mitchell, 42 years old, nattily attired in a brown pin-striped suit and gold bracelet, characterizes his seven-year-old firm as "a polyglot," he is not speaking metaphorically. The 75 people who work for Mitchell/Titus represent roughly 20 different nationalities; more than 40 percent are black.

"The most important thing about us," said the Jamaican-born Mr. Mitchell, "is our ethnic mix. You can count on your hands and toes the number of female partners at the Big Eight, never mind blacks. Our office has Orthodox Jews and Arabs working side by side. I wouldn't call us crusaders, because this would suggest an activist role. This has happened because we did nothing to prevent it."

Mitchell/Titus, one of the largest black-owned accounting operations, ranks among the top 500 of the nation's 28,000 accounting firms. But this is in an industry dominated by eight giants, which make the remainder of the industry look tiny by comparison. For example, where Mitchell/Titus has seven partners and 150 clients, Peat, Marwick, Mitchell & Co., one of the largest firms, has 1,879 partners and more than 50,000 clients worldwide.

Mitchell/Titus's largest audit to date is a three-year contract to check New York City's finances as a member of a six-firm consortium led by Peat, Marwick. The $3 million contract, which represents the first [illegible] finances is

until the lull in corporate reporting sets in, Mitchell/Titus stresses 12-months-a-year service for the two neglected sectors.

Mitchell/Titus is not reluctant to use its special personality to attract clients. "We have a certain sensitivity to the issues in the not-for-profit sector that not many others in the accounting field do," Mr. Mitchell explained. "It's a matter of corre[illegible] the program objectives with finan[illegible]s means doing more

his "more-than-just-Mr. Mitchell recalled the Department of [illegible] selected

came to New York with hi brothers and sisters in 19 tion of becoming an engin

Working as an assistar the Teamsters union by d Baruch School at City Co to discover that the sch vanced engineering cou first accounting course i cession of high test sco to revise his career plan

"When I graduated in ell recalled, "there w blacks in the class and countants. I wanted to w firm, but they weren't r at the time."

Multi-racial st

Blacl by le

By Greg Loe
NEWS WORLD BUSIN

Bert Mitchell and came into the accou by accident, but it's their accounting f Titus & Co. is not c fastest growing min but possibly the fast firm in the nation.

From a staff of firm expanded to 3 skyrocketed to 7 November with pr staff of 85 by early 15 to 20 people in firm's Washingt which opened last

"People are tak us," says Bert M managing partne started that busi after leaving an with him $200,0 including the Fo base to work wi

Mitchell expla with The News

[illegible] Post AUGUST 11, 1980

MITCHELL/TITUS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
TWO PARK AVENUE, NEW YORK, N.Y. 10016 (212) 686-4777
1825 K Street N.W., Washington, D.C. 20006 (202) 293-5713

DAILY NEWS, SUNDAY, MARCH 23, 1980

CPA firm credits boom to quality



rt Mitchell (l.) and partner Robert Titus.

The News World
NEW YORK, NEW YORK
FRIDAY, DECEMBER 28, 1979

led by dynamic duo

CPA firm growing ps and bounds

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DITOR

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the nation's
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Foundation, as a

ed in an interview
orld that his firm's
ise with non-profit
been the main

of business because of good programs—it's always been because of fiscal reasons."

Both CPAs have interesting stories to tell about how they entered the accounting profession—a field that has become more accessible to blacks thanks in large part to Mitchell's writings on the subject in professional journals.

Mitchell, who was born in Jamaica, had to choose a major while in high school here in New York. He originally planned to go into engineering, but the community college in Harlem where he would be taking night courses did not offer engineering classes. Nor did Bernard Baruch College, where he transferred. But he took two tests for accounting, scored 94 and 100 on them and declared, "This is it."

One of his brothers is also an accountant making Mitchell's family one of only two black families in the nation with two accountants.

Titus, also trying to choose a major, looked in the wanted columns of the New York Times to see what professions showed signs of promise.

e most lines,"
klyn College

ness community should be more aware of giving business to minority firms," said Mitchell. "If two firms equally deliver the goods, we should get the shot.

"We know we're a minority and we know the marketplace—we can deliver," said Mitchell, who is a director of the 100 Black Men, a prestigious black professional group. "If we have to depend on black business for our business, we wouldn't exist. But I don't know just what level of success we can have."

Mitchell pointed out that there are not enough large black businesses to build a viable black-oriented clientele. "We don't have any GMs," he noted.

Both he and Titus pointed out that most larger black businesses are not served by black CPA firms but by white firms. There are many reasons for this.

"Who would trust blacks doing blacks' bookwork?" Titus said. He also pointed out that when a bank makes a suggestion to a minority firm of a CPA, it usually recommends a large white firm.

"The only way that some black firms feel they can convince their white businessmen that financial

's ar-
ophy.

INBRENNER

FASTEST-growing
member-owned cer-
ccounting firm is
success with this

Mitchell in 1974,
Park Ave., opened
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New York are CPA's. Herman Badillo is one.

"Furthermore, it is not easy to become a CPA. It's not an educational designation, it's a license, the examination for which has a greater fatality rate than any other examination in the country.

"The examination success rate cross country is 28% annually. But this figure includes accountants who have taken the test previously. Only 5% pass the test the first time around."

"There are 1,200 black CPAs in the United States," Mitchell said. "And we hire more blacks than any other minority-group firm in the nation. We have 20."

A source of pride is his integration statistics. "We have 10 white CPA's."

He claimed his success in the field is due to an open-door policy in his personnel department. "Color doesn't concern us here. Quality does. Any seasoned accountant of top quality, especially with a degree from an outstanding school, can find work here. We're expanding daily and we're elated that integration is more a by-product than a plan.

"It will remain this way as long as our clients seek out our continuous level of excellence," he said. "We're proud to have a higher degree of integration than any of the Big Eight firms, those that handle the blue chip clients."

A mixed bag of clients

The firm's clients include manufacturers and nonprofit foundations. It also attracts much government work.

"The government must hire outside because its own

① 3 page document

② 7 page document