§ 1699-q. Designation of contract negotiator for small business set-asides. The chairman shall designate an experienced contract negotiator to serve as its small business procurement specialist whose duties shall include:

a. Compiling and maintaining a comprehensive bidders' list of small businesses. In this duty, he shall cooperate with the federal Small Business Administration in locating potential sources for various products and services.

b. Assisting small businesses in complying with the procedures for bidding on authority contracts at such educational institutions.

c. Examining requests from the board of trustees for the Medgar Evers college for the purchase of property or services or for construction, reconstruction, rehabilitation or improvement of college facilities to help determine which invitations to bid are to be designated small business set-asides.

d. Making recommendations to the chairman for the simplification of procurement specifications and terms in order to increase the opportunities for small business participation.

e. Assisting in investigations by the chairman to determine the responsibility of bidders on small business set-asides.