



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
Tel: 510.464.7700  
TDD/TTY: 510.464.7769  
Fax: 510.464.7848

## *Memorandum*

TO: Administration Committee

DATE: May 5, 2010

FR: Executive Director

W.I.: 1112

RE: Contract – High School Internship Program Support: Career Alliance, Oakland, CA

Staff requests Committee approval of a contract with Career Alliance to assist with the summer high school internship program, for an amount not to exceed \$146,800 through June 30, 2011.

Staff issued a Request for Proposal for this project on March 1, 2010. Proposals were received by seven (7) agencies, with the panel consensus to recommend Career Alliances due to their relative cost-effectiveness, experience working with other public agencies and placing students into summer jobs and their commitment to a pro-active approach to program management and intern assistance.

### **Background and Project Description**

The high school internship program introduces students to career opportunities in the field of transportation planning, and provides partner agencies with intern staff assistance on entry-level tasks. The program was instituted in 2000 through the leadership of MTC's Minority Citizens Advisory Committee (MCAC). Approximately 30 paid internships will be available throughout the nine-county region. MTC provides the funds to pay the students' salaries (\$10 per hour). Students are placed at job sites with partner agencies who provide a work area, appropriate supervision, and a range of daily tasks. The students are recruited by MTC from around the region and work either full or part-time, from June through August. By the start of the program, student applicants must be at least 16 years of age, have completed at least the tenth grade and have an un-weighted grade point average of 2.8 or higher (students with a lower GPA will be considered if they submit two letters of recommendation). A total of 447 students applied for the program this year.

Career Alliance will employ the students selected by the partner agency, assign each student to their work site, collect timesheets from students and their supervisors, and process paychecks on a weekly basis. In addition, they will partner with MTC on providing general work training to the students helping them learn proper work dress, time reporting requirements, and communication skills. The contract budget of \$146,800 includes the students' salaries and program management costs.

### **Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract with Career Alliance in an amount not to exceed \$146,800 through June 30, 2011, with the option to renew three (3) additional years through FY 2013-14, subject to annual approval of the operating budget for this program.

---

Steve Heminger

SH:CA

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract

Work Item No.: 1112

Consultant: Career Alliance, Oakland, CA

Project Title: Employment Agency for High School Internship Program

Purpose of Project: The purpose of the high school internship program is to introduce high school students to career opportunities in the field of transportation planning, and to provide our partners with some assistance on entry-level tasks.

Brief Scope of Work: The employment agency will hire those high school students selected to participate in the program; assign each student to the work site identified by MTC; and collect timesheets from students and their supervisors and process paychecks for the students on a weekly or biweekly basis.

Project Cost Not to Exceed: \$146,800

Funding Source: General Fund - \$20,000 (FY 2009-10)  
General Fund - \$110,000 (FY 2010-11)  
BATA - \$16,800 (FY 2010-11)

Fiscal Impact: Included in the MTC FY 2009-10 Operating Budget; assumes adoption of the operating budgets for FY 2010-11.

Motion by Committee: That the Executive Director or his designee is authorized to execute a contract with Career Alliance for the High School Internship Program and the Chief Financial Officer is authorized to set aside funds up to \$146,800 for such contract.

Administration Committee: \_\_\_\_\_  
Tom Bates, Chair

Approved: Date: May 12, 2010