



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: June 1, 2011

FR: Executive Director

W.I.: 1112

RE: Contract Amendment – High School Internship Program Support: Career Alliance

MTC staff requests the Committee's approval to negotiate a contract amendment with Career Alliance to assist with the summer high school internship program, for an amount not to exceed \$123,360 through June 30, 2012.

### **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 former Minority Citizens Advisory Committee (MCAC). Approximately 35 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 that 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 280 students applied for the program this year.

Staff issued a Request for Proposal (RFP) to employment agencies for the High School Internship program in March 2010. The RFP provided for up to four (4) consecutive contract extensions (through 2014), at MTC's discretion. The panel recommended Career Alliances due to their relative cost-effectiveness, experience working with other public agencies, as well as their history of placing students into summer jobs. The first year's budget through June 30, 2011 was \$146,800.

Career Alliance will be responsible for employing the students selected by the partner agency, assigning each student to their work site, collecting timesheets from students and their supervisors, and processing the interns' 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 proposed contract budget of \$123,360 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 amendment with Career Alliance in an amount not to exceed \$123,360 through June 30, 2012 subject to Commission adoption of the FY 2011-12 Agency Budget.

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Steve Heminger

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

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: \$123,360 (this Amendment)  
Original Contract = \$146,800

Funding Source: General Fund - \$103,500 (FY 2011-12)  
BATA - \$19,860 (FY 2011-12)

Fiscal Impact: Included in FY 2011-12 proposed Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to execute a contract amendment with Career Alliance for the High School Internship Program and the Chief Financial Officer is authorized to set aside funds up to \$123,360 for such amendment.

Administration Committee: \_\_\_\_\_  
Dave Cortese, Chair

Approved: Date: June 8, 2011