



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: June 6, 2012

FR: Deputy Executive Director, Policy

W.I.: 1112

RE: Contract Amendment – High School Internship Program Support: Career Alliance (\$129,000)

This memorandum asks for Committee approval of a contract amendment with Career Alliance in an amount not to exceed \$129,000 for continued assistance with the summer High School Internship Program during FY 2012-13.

Background and Project Description

In 2000, the High School Internship Program was instituted as a result of the leadership of MTC's former Minority Citizens Advisory Committee (MCAC). Under the program, students are introduced to career opportunities in the field of transportation planning and provide partner agencies with intern staff assistance for entry-level tasks. MTC provides funds to pay the students' salaries (\$10.25 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 San Francisco Bay Area region to work either full or part-time, from June through August. By the start of the program, student applicants must be (1) at least 16 years of age, (2) have completed at least the tenth grade, and (3) 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). MTC received applications from 830 students for the 38 paid internships available for the 2012 program

In March 2010, staff issued a Request for Proposal (RFP) to employment agencies for the High School Internship Program. The RFP provided for an initial one-year term that MTC may extend for up to four (4) consecutive one year terms. After a competitive process, the selection panel recommended Career Alliance due to their relative cost-effectiveness, experience working with other public agencies, as well as their history of placing students into summer jobs. Under its current contract, totaling \$270,160, Career Alliance assisted MTC with the successful implementation of the 2010 and the 2011 High School Internship Programs.

If approved, this would be the second option year extension of the Career Alliance contract. As in previous contract years, Career Alliance will (1) employ the students selected by the partner agency, (2) assign each student to their work site, collect timesheets from students and their supervisors, (3) process the interns' paychecks on a weekly basis and (4) partner with MTC to provide general work training to the students, helping students with proper work attire, time reporting requirements, and communication skills. The proposed contract budget of \$129,000 includes the students' salaries and program management costs from July 1, 2012 through June 30, 2013.

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 \$129,000 for continued assistance with the High School Internship Program during FY 2012-13, subject to Commission adoption of the FY 2012-13 Agency Budget.



Ann Flemer

AF:AM

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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 MTC partners with some assistance on entry-level tasks.

Brief Scope of Work: The employment agency will hire the 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: \$129,000 (this Amendment)
Total Contract, including Amendment #1, prior to this amendment = \$270,160
Total Authorized Contract Amount after this action = \$399,160

Funding Source: General Fund - \$129,000 (FY 2012-13)

Fiscal Impact: Included in FY 2012-13 proposed Agency Budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter a contract amendment with Career Alliance for the High School Internship Program as described above and in the Executive Director's memorandum dated June 6, 2012, and the Chief Financial Officer is directed to set aside funds up to \$129,000 for such amendment, subject to MTC approval of the FY 2012-13 agency budget.

Administration Committee: _____
Dave Cortese, Chair

Approved: Date: June 13, 2012