



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

Agenda Item 2f

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: June 5, 2013

FR: Executive Director

W.I.: 1153

RE: Contract Amendment – High School Internship Program Support: Career Alliance (\$134,000)

This memorandum requests the Committee's approval of a contract amendment with Career Alliance in an amount not to exceed \$134,000 for continued services assisting with MTC's Summer High School Internship Program during FY 2013-14.

### **Background**

The annual High School Internship Program introduces students to career opportunities in the field of transportation planning and provides partner agencies with intern staff assistance for entry-level tasks. MTC provides funds to pay the students' salaries (\$10.55 per hour). Students are placed at job sites with partner agencies. These agencies provide a work area, appropriate supervision, and a range of tasks. The students are recruited by MTC from the nine Bay Area counties to work either full or part-time from June through August.

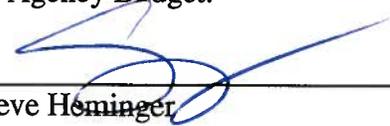
In March 2010, staff issued a Request for Proposal (RFP) to employment agencies to assist with the Summer High School Internship Program. The RFP provided for an initial one-year term that MTC may extend for up to four (4) additional consecutive one-year terms. Under its current contract, to date totaling \$399,160, Career Alliance has worked with MTC for the 2010, 2011, and 2012 Summer High School Internship Programs.

### **Current Contract Amendment**

Today's action would be the third annual extension of the Career Alliance contract. As in previous years, Career Alliance will (1) employ the students selected by the partner agency, (2) assign each student to his/her 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 \$134,000 includes the students' salaries and program management costs from July 1, 2013 through June 30, 2014.

### **Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Career Alliance in an amount not to exceed \$134,000 for continued assistance with the High School Internship Program during FY 2013-14, subject to Commission's approval of the FY 2013-14 Agency Budget.

  
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Steve Heminger

SH:AM

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Vendor Contract Amendment

Work Item No.: 1153

Vendor: Career Alliance, Oakland, CA

Project Title: Employment Agency for Summer High School Internship Program

Purpose of Project: To introduce high school students to career opportunities in the field of transportation planning and to provide MTC partners with some assistance with entry-level tasks.

Brief Scope of Work: The vendor/employment agency will hire the high school students selected to participate in MTC's Summer High School Internship Program for FY 2013-14; 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: \$134,000 (this Amendment)  
Total Contract, including Amendment #1 and Amendment #2, prior to this Amendment = \$399,160  
Total Authorized Contract Amount after this action = \$533,160

Funding Source: General Fund - \$134,000 (FY 2013-14)

Fiscal Impact: Included in FY 2013-14 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 Summer High School Internship Program as described above and in the Executive Director's memorandum dated June 5, 2013, and the Chief Financial Officer is directed to set aside funds up to \$134,000 for such amendments, subject to MTC approval of the FY 2013-14 agency budget.

Administration Committee: \_\_\_\_\_  
Adrienne J. Tissier, Chair

Approved: Date: June 12, 2013