



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## *Memorandum*

TO: Administration Committee

DATE: June 4, 2014

FR: Executive Director

W.I.: 1112

RE: Contract – High School Internship Program Support: Career Alliance Specialized Personnel Service (\$135,000)

This memorandum requests the Committee's approval to enter into a contract with Career Alliance Specialized Personnel Service (Career Alliance) to assist with the summer high school internship program, for an amount not to exceed \$135,000 through June 30, 2015.

### **Background**

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 (\$10.75 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).

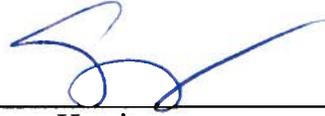
Staff issued a Request for Proposal (RFP) for this project on April 1, 2014. Proposals were received from four (4) firms: Cornerstone Transportation Consulting, San Francisco, CA; Mindseekers, LLC, Bellevue, WA; HR Management, Inc., Oakland, CA; and Career Alliance, Oakland, CA. The evaluation panel recommends Career Alliance because it offers cost-effectiveness, experience with other public agencies and specifically with placing students into summer jobs, and a solid commitment to a pro-active approach to program management and intern assistance. Career Alliance's proposal demonstrated significant experience with hiring and management of high school students, a thorough knowledge of employment regulations related to hiring high school students, and an in-depth understanding of the close relationship they must maintain with MTC's interns in order to make the program a success, for example by going to students' schools to facilitate the work permit process.

### **Scope of Work**

Career Alliance will employ the students selected by the partner agency, assign each student to a 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. Last fiscal year's budget, which covers the period from July 2, 2013 to June 30, 2014, is \$134,000. The contract budget 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 \$135,000 through June 30, 2015, subject to Commission adoption of the FY 2014-15 Agency Budget, with the option to renew three (3) additional years through June 30, 2018, subject to annual approval of the operating budget for this program. Should MTC extend the contract beyond FY 2014-15, future amounts will be subject to MTC's contract approval process.



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Steve Heminger

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract

Work Item No.: 1112

Consultant: Career Alliance Specialized Personnel Service, 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 basis.

Project Cost Not to Exceed: \$135,000

Funding Source: General Fund - \$135,000 (FY 2014-15)

Fiscal Impact: Included in the MTC FY 2014-15 Operating Budget, assumes adoption of the operating budget for FY 2014-15. Funds for future fiscal years subject to MTC's contract and budget approval process.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Career Alliance for the High School Internship Program as described above and in the Executive Director's Memorandum dated June 4, 2014 and the Chief Financial Officer is authorized to set aside funds up to \$135,000 for such contract, subject to inclusion in the FY 2014-15 agency budget.

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

Approved: Date: June 14, 2014