



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

TO: Administration Committee

DATE: February 7, 2007

FR: Executive Director

W.I.: 1111

RE: Purchase Order – High School Internship, Agency Support: TBD

Summary: This item requests the Administration Committee to authorize MTC to enter into a new contract with a firm to-be-determined to serve as the employment agency to assist with the temporary hiring of high school students selected to participate in MTC's Summer Internship Program, in which students will work at various job sites around the nine-county Bay Area. Students selected to participate in the program will work either full or part-time, for an estimated eight (8) weeks.

Background: Each summer, MTC sponsors a summer internship program for high school students from all nine Bay Area counties. The purpose of the program is to introduce high school students to career opportunities in the field of transportation, and to provide MTC's transportation partners (such as transit agencies, city and county public works departments, and county congestion management agencies) with assistance on entry-level tasks.

The Request for Proposal (RFP) was released to over twenty-five (25) temporary recruiting agencies on January 5, 2007. The proposals were received on January 26th. The reviewing panel, from MTC's Administrative & Technology Services and Legislation & Public Affairs sections, will evaluate the proposals and recommend a firm to this committee at its February 14 meeting.

Recommendation: Staff requests approval of a purchase order in an amount not to exceed \$65,000 (for 2007), with the option to renew the purchase order with the select an agency for two additional one-year periods subject to availability of funds.

Steve Heminger

SH:AM

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.: 1111

Vendor: To Be Determined

Work Project Title: Temporary Agency

Purpose of Project: To serve as the employment agency to assist with the temporary hiring of high school students selected to participate in MTC's Summer Internship Program, in which students will work at various job sites around the nine-county Bay Area.

Brief Scope of Work: To place public notices and recruitment ads in various Bay Area newspapers, as needed.

Project Cost Not to Exceed: \$65,000

Funding Sources: TDA

Fiscal Impact: Included in MTC's FY 2006-2007 Adopted Budget

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order to an agency to be determined to assist in the temporary hiring of high school students selected to participate in MTC's Summer Internship Program, with the option to renew for up to two years, and the Chief Financial Officer is authorized to set aside funds in the amount of \$65, 000 for the purchase order in FY 2006-2007 and through FY 2008-2009, subject to further agency annual budget approvals.

Administration Committee:

Bill Dodd, Chair

Approved: Date: February 14, 2007