



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

Agenda Item 2g

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## *Memorandum*

TO: Administration Committee

DATE: July 1, 2015

FR: Executive Director

W.I.: 1153

RE: Contract Amendment– High School Internship Program Support: Pathways for Students (\$408,000 annually)

This memorandum requests the Committee's approval of a contract amendment with Pathways for Students (Formerly Career Alliance) in an amount not to exceed \$408,000 for continued services assisting with MTC's Summer High School Internship Program through June 30, 2018.

### **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 35 paid internships will be available throughout the nine-county region. MTC provides the funds to pay the students' salaries of (\$12.75 per hour), which reflects an increase in the minimum wages in the bay area. 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).

### **Current Contract Amendment**

This is the second annual extension of the Pathways contract. Staff issued a Request for Proposal (RFP) for this project on April 1, 2014 to employment agencies requesting assistance 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. Pathways for Students has worked with MTC since 2010 on this program. Under its current contract, the total spent on this project is \$135,000. This amendment would cover the cost to pay the student's salaries and the program management costs up to June 30, 2018 at a rate of \$136,000 for each of the next three years.

With funds provided by this amendment, Pathways for Students 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, it will partner with MTC on providing general work training to the students helping them learn proper work dress, time reporting requirements, and communication skills.

Pathways for Students is neither a small business nor a disadvantaged business enterprise.

**Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with Pathways for Students for continued assistance with MTC's High School Internship Program in an amount not to exceed \$408,000 through June 30, 2018, at a rate of \$136,000 per fiscal year, subject to annual approval of the operating budget for this program.

  

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Steve Heminger

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract

Work Item No.: 1153

Consultant: Pathways for Students, 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: Total Contract, including Amendment #1, prior to this Amendment = \$135,000  
Total Authorized Contract Amount after this action = \$543,000

Funding Source: General Fund - \$408,000 (FY 2015-16 through FY 2017-18)

Fiscal Impact: \$136,000 included in the MTC approved FY 2015-16 Operating Budget. \$136,000 in FY 2016-17 and \$136,000 in FY 2017-18 subject to MTC's budget approval process.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with Pathways for Students for the High School Internship Program as described above and in the Executive Director's Memorandum dated July 1, 2015 and the Chief Financial Officer is authorized to set aside funds in the amount of \$136,000 for such contract, per fiscal year, for each of FY 2015-16, FY 2016-17, and FY 2017-18, subject to annual budget approval processes.

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

Approved: Date: July 8, 2015