



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
TEL 415.778.6700
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: June 6, 2018

FR: Executive Director

RE: Contract – High School Internship Program Support: Pathways for Students, Inc. (\$135,000)

This memorandum requests the Committee's approval to enter into a contract with Pathways for Students, Inc. (formerly Career Alliance) to assist with the summer high school internship program, for an amount not to exceed \$135,000 through June 30, 2019, with the option to renew the contract on an annual basis for up to an additional four years, through June 30, 2023.

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. Approximately 30 paid internships will be available throughout the nine-county region. MTC provides the funds to pay the students' salaries (\$15 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 will be recruited 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 March 20, 2018. Proposals were received from one (1) firm: Pathways for Students, Inc., Oakland, CA (Pathways). The evaluation panel recommends Pathways because it offers cost-effectiveness and experience with other public agencies, specifically with placing students into summer jobs. Pathways takes a proactive approach to program management and intern assistance. Pathways' 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 it 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

Pathways will perform outreach to students by attending job fairs and school events, informing students about the program, and encouraging them to apply. Once the partner agencies have made their final selections Pathways will employ the students selected, assign each student to a work site, collect timesheets from students and their supervisors, and process paychecks on a weekly basis. In addition, Pathways will partner with MTC on providing general work training to the students including helping them learn proper work attire, time reporting requirements, and communication skills. The contract budget includes marketing, advertising, the students' salaries and program management costs.

Pathways is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff recommends that the Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract with Pathways for Students (Career Alliance) in an amount not to exceed \$135,000 through June 30, 2019, pending approval of the FY 2018-19 agency budget, with the option to renew for four additional years through June 30, 2023 subject to annual budgetary approval processes.



Steve Heminger

SH:am

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract

Work Item No.:	1112
Consultant:	Pathways for Students, Inc., Oakland, CA
Project Title:	Employment Agency for High School Internship Program
Purpose of Project:	To introduce high school students to career opportunities in the field of transportation, and to provide partner agencies with some assistance on entry-level tasks.
Brief Scope of Work:	Perform outreach; hire those high school students selected to participate in the program; assign students to work sites 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
Fiscal Impact:	Funding pending approval of the FY 2018-19 agency budget. 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 Pathways for Students, Inc. for the High School Internship Program as described above and in the Executive Director's Memorandum dated June 6, 2018 and the Chief Financial Officer is authorized to set aside funds up to \$135,000 for such contract, pending approval of the FY 2018-19 agency budget.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: June 13, 2018