

REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org



CONSENT
June 24, 2008

Honorable Mayor and
Members of the City Council

Title: Supplemental Agreement: Student Intern Services Community College Foundation (3431/15001121)

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) approving a first supplemental agreement (CMA #2007-0870) with the Community College Foundation for \$278,500, and 2) authorizing the City Manager to execute a first supplemental agreement for an amount not to exceed \$278,500 with the Community College Foundation for Student Intern Services.

Contact: David Flores, Jr., Contracts and Compliance Specialist, 808-8277; Nicholas Theocharides, Engineering Services Manager, 808-5065

Presenters: None

Department: Transportation

Divisions: Office of the Director, Engineering Services, Traffic Engineering, Street Services, and Parking Services

Organization No's: 3412, 3431, 3434, 3435, 3436, 3437, 3439, 3461, 3491, 3493, 3495, 3496

Description/Analysis

Issue: This report requests approval of Supplemental Agreement Number 1 with the Community College Foundation (CCF) in the amount of \$278,500 to continue student intern services for the Department of Transportation through June 30, 2009. The department continues to have a need for temporary administrative and technical support, and the use of student interns provides flexibility in meeting service demand levels. The student intern program through CCF provides valuable training and experience that has enabled many student interns to become City employees.

Policy Considerations: The proposed action is consistent with the City's strategic goal to implement strategies to improve overall operational efficiency and customer service without expending additional City resources.

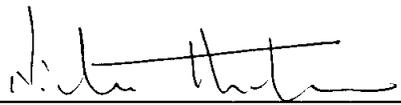
Environmental Considerations: The approval of professional service agreements is not considered a project as defined by Section 15378 of the California Environmental Quality Act guidelines. The recommended action involves no physical construction and has no potential to cause significant impact to the environment.

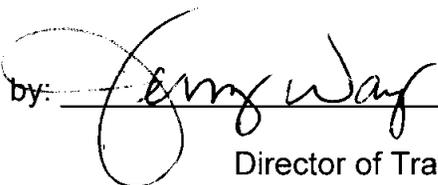
Rationale for Recommendation: A request for qualifications (RFQ) was advertised June 2007, and the Community College Foundation (CCF) was the only qualified firm to respond. The City has had multiple contracts with CCF over the past decade and the student intern program administered by CCF continues to be a cost-effective means of obtaining temporary administrative and technical support.

On August 21, 2007, Council approved the original agreement with the Community College Foundation (CCF) (CMA #2007-0870) to provide student intern services to the Department of Transportation. Supplemental Agreement Number 1 with CCF is required to continue these services through June 30, 2009.

Financial Considerations: Approving Supplemental Agreement Number 1 will increase the agreement amount from \$278,500 to \$557,000. The supplemental agreement will be funded from the Fiscal Year 2008/09 department operating budget by each division according to its share of these services, as well as through all capital improvement projects students may be assigned to. It is anticipated that approximately 55% or \$153,000 of the student intern services will be paid from the various divisions' operating budgets and 45% of the services will be charged to CIP's. There are sufficient funds available in the divisions' FY08/09 operating budget for these services. Each year, the Department of Transportation will assess its need for this support. This action provides the anticipated support for Fiscal Year 2008/09.

Emerging Small Business Development (ESBD): CCF is a non-profit agency and is not a certified small business enterprise.

Respectfully Submitted by: 
Nicholas Theocharides
Engineering Services Manager

Approved by: 
Jerry Way
Director of Transportation

Recommendation Approved:


RAY KERRIDGE
City Manager

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Attachment 1

Background Information:

The Department of Transportation has a need for temporary administrative and technical support, and the use of student interns provides flexibility in meeting service demand levels. The student intern program through Community College Foundation (CCF) provides valuable training and experience that has enabled many student interns to become City employees.

A request for qualifications (RFQ) was advertised June 2007, and the CCF was the only qualified firm to respond. The City has had multiple contracts with CCF over the past decade and the student intern program administered by CCF continues to be a cost-effective means of obtaining temporary administrative and technical support.

On August 21, 2007, Council approved the original agreement with the CCF (CMA #2007-0870) to provide student intern services to the Department of Transportation. Supplemental Agreement Number 1 with CCF is required to continue these services through June 30, 2009.

RESOLUTION NO.

Adopted by the Sacramento City Council

**APPROVING SUPPLEMENTAL AGREEMENT #1 WITH THE COMMUNITY
COLLEGE FOUNDATION FOR STUDENT INTERN SERVICES (3431/15001121)**

BACKGROUND

- A. The Department of Transportation has a need for temporary administrative and technical support, and the use of student interns provides flexibility in meeting service demand levels.
- B. A request for qualifications (RFQ) was advertised June 2007, and CCF was the only qualified firm to respond. The department has had multiple contracts with CCF over the past five years and the student intern program administered by CCF continues to be a cost-effective means of obtaining temporary administrative and technical support.
- C. On August 21, 2007, Council approved the original agreement with the Community College Foundation (CCF) (CMA #2007-0870) to provide student intern services to the Department of Transportation. Supplemental Agreement Number 1 with CCF is required to continue these services through June 30, 2009.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. Supplemental Agreement #1 to CMA #2007-0870 with the Community College Foundation for Student Intern Services (3431/15001121) is approved for an amount not to exceed \$278,500 and extend the original agreement through June 30, 2009.
- Section 2. The City Manager is authorized to execute a first supplemental agreement to CMA #2007-0870 for an amount not to exceed \$278,500 with the Community College Foundation for Student Intern Services (3431/15001121).