



REPORT TO COUNCIL

City of Sacramento

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

29

CONSENT
June 23, 2009

Honorable Mayor and
Members of the City Council

Title: Professional Services Agreement: Recruitment and Management of Student Interns

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** approving a Professional Services Agreement with Community College Foundation for recruitment and management of student interns for a period of one (1) year for an annual not-to-exceed amount of \$397,000.

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

Presenters: None

Department: Transportation

Division: Engineering Services

Organization No.: 15001011, 15001111, 15001121, 15001131, 15001151, 15001161, 15001211, 15001621, 15001641, 15001661, 15001671, 15001811

Description/Analysis

Issue: The Department of Transportation has a continuing need for temporary administrative and technical support, and the use of student interns provides essential flexibility in meeting service demand levels. Additionally, the student intern program administered by Community College Foundation (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

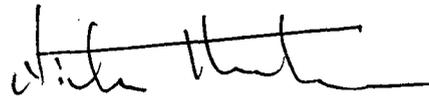
involves no physical construction and has no potential to cause significant impact to the environment.

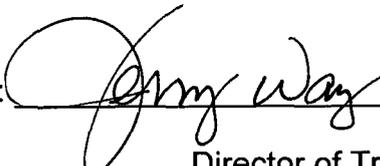
Sustainability Considerations: None.

Rationale for Recommendation: A Request for Qualifications (RFQ) was advertised April 2009, and 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.

Financial Considerations: The one (1) year professional services agreement for student intern services through CCF in the annual not-to-exceed amount of \$397,000 will be funded from the Fiscal Year 2009/10 department operating budget by each division according to its share of these services. This action provides the anticipated support for Fiscal Year 2009/10.

Emerging Small Business Development (ESBD): CCF is an agency non-profit 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

Table of Contents:

	Report	Pg	1
Attachments			
1	Background	Pg	3
2	Resolution	Pg	4

Attachment 1

Background Information:

The Department of Transportation has a continuing need for temporary administrative and technical support, and the use of student interns provides essential flexibility in meeting service demand levels. Additionally, the student intern program administered by 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 April 2009, and CCF was the only qualified firm to respond. The Department of Transportation 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.

RESOLUTION NO.

Adopted by the Sacramento City Council

**APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH
COMMUNITY COLLEGE FOUNDATION FOR RECRUITMENT AND MANAGEMENT
OF STUDENT INTERNS (15001111)**

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. The student intern program through Community College Foundation (CCF) provides valuable training and experience that has enabled many student interns to become City employees.
- B. A Request for Qualifications (RFQ) was advertised April 2009, and CCF was the only qualified firm to respond. The Department of Transportation 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.

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

- Section 1. The City Manager is authorized to execute a Professional Services Agreement with Community College Foundation for Recruitment and Management of Student Interns for a period of one (1) year for an annual not-to-exceed amount of \$397,000.

