

# City of Sacramento

## Legislation Text

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File #: 2019-00387, Version: 1

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**Title:**

**Supplemental Agreement: Internship Services with the Community College Foundation for the Community Development Department**

File ID: 2019-00387

**Location:** Citywide

**Recommendation:**

Pass a Motion authorizing the City Manager or City Manager's designee to execute Supplemental Agreement No. 1 for student internship services (contract #2018-0874) in the amount of \$75,000, for a new not-to-exceed amount of \$600,000.

**Contact:** Kelli Trapani, Program Analyst, (916) 808-4756; Candace Noguchi, Support Services Manager, (916) 808-8880, Community Development Department

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Supplemental Agreement

**Description/Analysis**

**Issue Detail:** Student internships provide a cost-effective means to support existing City staff as students gain work experience for future employment opportunities. The Community College Foundation is the current provider of these essential services for the Department under agreement number #2018-0874 which was originally awarded by City Council for \$525,000 on June 19, 2018. The attached supplement increases the amount of the agreement by \$75,000 for FY2018/19 for a new not-to-exceed amount of \$600,000 in order for the City to pay for services incurred for student internship services.

**Policy Considerations:** Council approval is required wherein the agreement was originally awarded for a price of at least two hundred and fifty thousand dollars (\$250,000), but less than one million

dollars (\$1,000,000) and thereafter the total amount of additional supplemental agreement(s) are greater than ten (10) percent of the original agreement price. (Sacramento City Code section 3.64.040(A)(3).) The recommendations in this report are consistent with Administrative Policy-4102 - Procurement of Professional Services.

**Economic Impacts:** Not applicable.

**Environmental Considerations:** This action is not subject to CEQA because it does not have the potential for causing a significant effect on the environment. (CEQA Guidelines §15061(b)(3).)

**Sustainability:** Not applicable.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** The Community College Foundation provides the services of recruiting and managing student interns for government agencies and private companies. Execution of an agreement with the Community College Foundation for student internship services is a means for obtaining temporary support for the Community Development Department, while providing a platform for students to gain work experience.

**Financial Considerations:** The current agreement has a not-to-exceed amount of \$525,000. The new supplemental agreement will increase the total amount by \$75,000, bringing the new total not-to-exceed amount of \$600,000.

There is sufficient funding for the Community College Foundation supplemental agreement of increase of \$75,000 in the FY2018/19 Community Development Department operating budget (General Fund 1001).

**Local Business Enterprise (LBE):** The Community College Foundation is an LBE.