

City of Sacramento

Legislation Text

File #: 2019-00744, **Version:** 1

Title:

Contracts: Citywide Student Internship Services (Published for 10-Day Review 06/13/2019)

File ID: 2019-00744

Location: Citywide

Recommendation:

Pass a Motion authorizing the City Manager or City Manager's designee to execute agreements with the Community College Foundation in an amount not-to-exceed \$3 million, and University Enterprises, Inc., in an amount not-to-exceed \$3 million, for student internship services for a five-year term.

Contact: Ashley Petralli, Contract & Compliance Specialist, Department of Finance

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-Contract: Community College Foundation
- 3-Contract: University Enterprises, Inc.
- 4-Student Intern RFP Evaluation Sheet

Description/Analysis

Issue Detail: Student internships provide a cost-effective means to support existing City staff as students gain work experience necessary for future employment opportunities. Previously, departments have engaged in individual agreements with vendors to provide these services. Procurement Services is requesting approval of these citywide contracts in order to streamline processes and reduce duplication of efforts by City staff.

Policy Considerations: City Council approval is required for service and supply contracts in amounts of \$100,000 or more.

The Sacramento City Code Section 4.04.020 and Council Rules of Procedure (Chapter 7, Section E.2.d) mandate that unless waived by a 2/3 vote of the City Council, all labor agreements and all

agreements greater than \$1,000,000 shall be made available to the public at least ten (10) days prior to council action. This contract was published for 10-day review on June 13, 2019 as required.

Economic Impacts: Not Applicable.

Environmental Considerations:

California Environmental Quality Act (CEQA): This report concerns administrative activities that do not constitute a “project” as defined by the CEQA Guidelines Sections 15378(b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines 15060(c)(3)).

Sustainability: Not Applicable.

Commission/Committee Action: Not Applicable.

Rationale for Recommendation: On October 16, 2018, Councilmember Guerra requested that the City Manager look into expanding the internship program that the Public Works Department had with Sacramento State (through its affiliated non-profit University Enterprises, Inc.), to additional departments. The City posted Request for Proposal P18081011010 for student internship services and received responses from three vendors. An evaluation committee selected the Community College Foundation and University Enterprises, Inc. to provide student internship services based on cost, qualifications, experience, understanding of the scope of services, and references. The evaluation details may be viewed in Attachment 4- Student Intern RFP Evaluation Sheet.

An evaluation of overall spending on student internship services was conducted by Procurement Services. The City has spent approximately \$4.2 million on student internship services over the past five years. As the goal of making this agreement citywide is to expand this program, the City Council is being asked to approve a total of \$6 million for these services over the next five years.

Both the Community College Foundation and University Enterprises, Inc. are experienced in recruiting and managing student interns for government agencies and private companies. Execution of these agreements is a means of obtaining temporary support for the City, while supporting workforce development and work experience for local students. While both vendors offer competitive rates for their services, the City will achieve a cost savings of 6.2% through University Enterprises, Inc. through their federal income tax exemption for all qualifying Sacramento State interns.

Financial Considerations: Individual departments requiring student internship services will use these contracts on an as-needed basis, execute their own purchase orders and utilize their approved operating budget.

Local Business Enterprise (LBE): The Community College Foundation and University Enterprises,

Inc. are both Local Business Enterprises.