



## City Council Report

915 I Street, 1<sup>st</sup> Floor

Sacramento, CA 95814

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**File ID:** 2019-00387

April 9, 2019

**Consent Item 02**

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

**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.

# SUPPLEMENTAL AGREEMENT

**Project Title and Job Number:** Internship Program  
**Purchase Order #:**

**Date:** 02/22/20

**Supplemental Agreement No.:** 1

The City of Sacramento ("City") and The Community College Foundation ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2018-0874, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

Due to increased operational support needs, the department requires additional student intern services to maintain service levels.

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is increased by \$75,000, and the Agreement's maximum not-to-exceed amount is amended as follows:

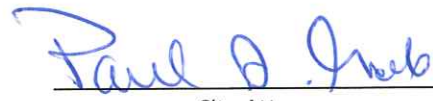
Agreement's original not-to-exceed amount:	\$525,000
Net change by previous supplemental agreements:	\$75,000
Not-to-exceed amount prior to this supplemental agreement:	\$525,000
Increase by this supplemental agreement:	\$75,000
New not-to exceed amount including all supplemental agreements:	\$600,000

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

**Approval Recommended By:**

**Approved As To Form By:**

  
\_\_\_\_\_  
Project Manager

  
\_\_\_\_\_  
City Attorney  
DP

**Approved By:**

  
\_\_\_\_\_  
Contractor

**Approved By:**

**Attested To By:**

\_\_\_\_\_  
City of Sacramento

\_\_\_\_\_  
City Clerk