



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Lee Wilcox

**SUBJECT:** CRISTO REY SAN JOSE WORK  
STUDY AGREEMENT

**DATE:** July 22, 2019

Approved

Date

A handwritten signature of Lee Wilcox in black ink.

A handwritten signature of Lee Wilcox in black ink, appearing to read "July 23, 2019".

## RECOMMENDATION

Approve an Agreement between the City of San José and Cristo Rey San José Work Study Corporation (“Cristo Rey”) to provide student workers through June 30, 2023, with a maximum compensation amount not to exceed \$838,264, subject to City Council annual appropriation of funds.

## OUTCOME

Approving the execution of the agreement will allow the placement of student workers within multiple City departments. More broadly, this Agreement will provide San José high school students from economically-disadvantaged backgrounds with valuable work experience and access to mentorship opportunities, and the City will receive well-trained, reliable student workers to complete administrative and clerical tasks across various City departments.

## BACKGROUND

On April 19, 2019, the City issued a Request for Proposals (RFP) for a student work-study program. The Administration posted the RFP to BidSync, the City’s e-procurement system, and closed the solicitation on May 17, 2019. The Administration conducted outreach to 69 schools and/or school districts to provide information on the RFP and to encourage proposals. Twenty-three schools viewed and three schools or agencies representing a school or school district downloaded the RFP. The City received one qualifying proposal to the RFP solicitation. The sole respondent was Cristo Rey.

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## **ANALYSIS**

Cristo Rey San José is a private high school located in San José that is part of the Cristo Rey Network. The mission of Cristo Rey high schools is to empower students from low-income, urban communities to become lifelong contributors to society. In addition to a college preparatory education, each student participates in a work-study program. This program provides the students with valuable work skills, access to potential professional mentors, and teaches accountability. The fees paid per student participating in the program by the employers help offset approximately 50 percent of the student's tuition costs. Students receive five weeks of training in soft skills (such as interpersonal communications and phone/email etiquette) and technical skills (such as the Microsoft Office suite, and other computer programs) before being placed in a wide variety of companies and agencies throughout Silicon Valley.

The City partnered with Cristo Rey on a pilot work study program from March 2017 to June 2018 during which it entered into a consultant agreement for Cristo Rey to provide student workers. Each student was the equivalent of 0.25 of a full-time position. In the 2018-2019 school year, twelve student workers were provided across multiple departments: Mayor's Office; Housing; Environmental Services; Planning, Building & Code Enforcement; City Manager's Office of Immigrant Affairs; Human Resources; and Parks, Recreation & Neighborhood Services. In these departments, the student workers completed primarily administrative and clerical tasks. As part of Cristo Rey's work-study model, the City pays Cristo Rey a per student fee, and there are no additional costs (such as retirement or medical benefits) paid to the student workers since the employer of record is Cristo Rey.

Based on the responsive bid received, the prior success of the pilot program, and the continued interest in a work study program across City departments, the Administration recommends the Council approve a contract with Cristo Rey for its high school work-study program in an amount not to exceed \$838,264. This amount assumes that up to a maximum 20 students will be placed for the 2019-2020 school year, and up to a maximum 24 students per school year through the end of the contract term in 2023. The amount paid by the City to Cristo Rey per student worker will be \$8,750 for the 2019-2020 school year, and \$9,212 per student worker for the remaining school years in the contract term.

## *Protests*

No schools and/or school districts issued a protest during the 10-day protest period following the Notice of Intended Award.

## **EVALUATION AND FOLLOW-UP**

No follow-up action with City Council is expected.

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### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the August 6, 2019 Council meeting.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office, and City Manager's Budget Office.

### **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

### **COST SUMMARY/IMPLICATIONS**

The City will pay Cristo Rey \$8,750 per student worker in school year 2019-2020 totaling up to \$175,000 for up to a maximum of 20 student worker placements. The City will pay Cristo Rey \$9,212 per student worker for the 2020-2021, 2021-2022, and 2022-2023 school years for up to a maximum of 24 student worker placements per year at a cost not to exceed \$221,088 per year. The total not to exceed amount over the entire period of the agreement is \$838,264. The funding for the contract will be absorbed by each participating department's budget through vacancy savings; each department budget is subject to City Council approval as part of the annual budget process. The total cost per department will depend upon the number of student workers assigned.

### **CEQA**

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/

LEE WILCOX

Chief of Staff, Office of the City Manager

For questions, please contact Anna Szabo, Senior Executive Analyst, Office of the City Manager, at (408) 535-3843.