

Request for Proposal (RFP)
for Employment Agency to Assist with
Temporary Hiring of High School Internship Program Participants
dated March 14, 2014

QUESTION & ANSWER DOCUMENT

Q1: Is this the first year for the High School Internship Program?

A1: This is the 14th year MTC has sponsored the High School Internship Program.

Q2: Our firm has never been an employer of staff under the age of 18. Will this disqualify us?

A2: Not having staff under the age of 18 will not disqualify your firm from submitting a proposal, however staff under 18 years of age do fall under a different set of Family and Medical Leave Act (FMLA) laws and work permit rules that your firm must demonstrate knowledge of.

Q3: The RFP requires a weekly or semi-weekly payroll schedule. We pay our employees on a semi-monthly schedule. Would MTC consider a semi-monthly payroll schedule for its high school interns?

A3: No.

Q4: Our firm uses another firm for payroll and benefit administration services. This firm processes payroll and provides our employees with benefits through a co-employment agreement between our two companies. We do not view the payroll and benefits firm as a subcontractor. Please confirm that you would not consider the payroll and benefits administration firm a subcontractor.

A4: MTC does not make determinations of contractual relationships. The agency awarded a contract resultant of the RFP will be required to meet all of the terms and conditions contained in the RFP.

Q5: Does MTC have regular contact with the high school interns?

A5: MTC has an orientation, a field trip, and a closing meeting where the high school interns directly interact with MTC staff.

Q6: Do the high school interns come to the selected agency to complete paperwork?

A6: No. Original documents that the agency may need to collect from the high school interns, include but are not limited to an original I-9, which can be collected at the orientation. All other communication between the agency and high school interns must be done electronically.

Q7: Will the high school interns be aware of their need to deal with employment requirements like a work permit, the age limit?

A7: This information will be introduced to students via the application when they apply for the internships, but the selected agency will have to be sure the students understand and fulfill the requirements, by working with students' schools, if necessary.

Q8: When will MTC pay agency invoices?

A8: Payment will be made within thirty (30) days of receipt of an acceptable invoice, approved by Project Manager, describing the work performed, as per Section 3 of Appendix E, of the RFP.

Q9: Are the high school interns placed in administrative positions?

A9: No. The high school interns are matched with positions that include substantive work for the mentor transit agency or jurisdiction.

Q10: Who is the incumbent agency?

A10: Career Alliance, Oakland, CA.

Q11: When does MTC give the webinar to the mentor transit agencies and jurisdictions?

A11: The webinar date is yet to be determined, the agency that is awarded the contract resultant of this RFP is not required to attend the webinar, but may do so if it so desires.

Q12: Will the selected agency be responsible to helping the students get work permits?

A12: Yes. For more information see RFP, Appendix A, Scope or Work, page 7.

Q13: Will the selected agency be required to attend the high school internship orientation?

A13: Yes. For more information see RFP, Appendix A, Scope or Work, page 7.