

## **NADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for internship staffing services with LZ Technology Inc. for the Continuing & Professional Development (CPD) Division.

### **BACKGROUND**

The CPD Division will work with LZ Technology Inc. to support the “Get a Glimpse” and “Pathways” Professional Learning Experience program. LZ Technology Inc. will work with CPD to identify, screen, and present viable student candidates into internship positions as well as provide the hiring, recruitment, and job placement of eligible student candidates. LZ Technology Inc. will provide candidates to meet the needs of the aerospace clients in which they may be placed. Interns will work onsite with aerospace company sponsors supporting NASA Johnson Space Center projects in Clear Lake.

A request for proposals, Project Number 19-02, was issued to procure internship staffing services. Four (4) responses were received and evaluated by a team consisting of CPD’S administrators and staff who determined the proposal submitted by LZ Technology Inc. would provide the best value to the College.

### **IMPACT OF THIS ACTION**

Students eligible for the program will gain practical experience and be registered in workplace readiness external learning courses/internships through the CPD Division. The internships are in partnership with sponsor companies that allow the student to concurrently earn continuing education units (CEUs) for participating in the external learning experience.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure is \$4,000,000. Fees associated with this internship program are paid to the College by the participating firms in the aerospace industry. This expenditure is funded from the CPD’s 2018-2019 operating budget and subsequent year budgets.

### **MONITORING AND REPORTING TIMELINE**

The initial three (3) year award term will commence on November 30, 2018 with renewal options of two (2) one-year terms.

### **ATTACHMENTS**

Attachment 1 - Tabulation

**RFP # 19-02**  
**Regular Board Meeting November 5, 2018**  
**Consideration of Approval to Contract for Internship Staffing Services**

**RESOURCE PERSONNEL**

Sarah Janes	281-478-3605	sarah.janes@sjcd.edu
Linda Droblich	281-476-1839	linda.droblich@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

**Project Name**  
**Project Number**  
**Number of Evaluators**

Internship Staffing  
RFP 19-02  
3

Stated Criteria	Total Points Available	22nd Century Technologies Inc	Crowder HR Consulting Firm	LZ Technology Inc	Taylor Smith Consulting
Project Understanding and Management	60	24.00	0.00	58.00	23.00
Qualifications and Experience of Firm	120	47.00	0.00	114.00	43.00
Business Questionnaire	75	18.00	0.00	70.00	19.00
Price Proposal	45	36.56	0.00	41.13	32.28
100 Points Each x 3 Evaluators	300	125.56	0.00	283.13	117.28
<b>Total Points Received</b>					

**Final Ranking**

Vendor Name	Total Score
<b>LZ Technology Inc</b>	<b>283.13</b>
22nd Century Technologies Inc	125.56
Taylor smith Consulting	117.28
Crowder HR Consulting Firm	0.00