



MEMORANDUM

April 5, 2024

TO: MEMBERS, PORT COMMISSION
Hon. Kimberly Brandon, President
Hon. Gail Gilman, Vice President
Hon. Willie Adams
Hon. Ed Harrington
Hon. Steven Lee

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Michael Martin
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FROM: Michael Martin
Acting Executive Director

SUBJECT: Request approval to award a sole source grant to California State University Maritime Academy to host interns for a weeklong on campus summer program; and two grants to Enterprise for Youth for employment administration, payroll, and related services for Port internship programs.

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolutions No. 24-18, No. 24-19, No. 24-20

EXECUTIVE SUMMARY

The Port's Rising Through Investment Dedication Engagement and Support ("Rising TIDES") internship program began in 2023 with a six-week program for high school students that included professional job shadowing and education at the Port of San Francisco plus one week at the California State University Maritime Academy ("Cal Maritime"). This program was the Port's first effort to create and manage an internship program and was a major success which resulted in one participant being accepted into Cal Maritime.

The Port proposes to expand the Rising TIDES program into two programs: (a) Rising TIDES Maritime to continue the six-week program established in 2023 which includes one week at Cal Maritime and (b) Rising TIDES Operations to establish a new landscaping internship program. This will be the first time we are running these programs in-house with grant support, therefore we expect our approaches to develop over time. The Maritime

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program was piloted in 2023, and the Operations program was previously performed by an outside Contractor. The Port staff approach for this year is outlined below.

The proposed resolutions would approve three grants to support the Rising TIDES internship programs for a total aggregate of \$900,000 (funded by Port Operating Funds, budget line-item Youth Employment for Fiscal Years 23-24 and 24-25):

Cal Maritime Summer Session Grant - \$300,000:

The Port seeks authorization to enter a sole source grant to the California State University Maritime Academy (“Cal Maritime”) to fund the expenses associated with housing, food, equipment, pool usage, course materials, personnel (instructors and lifeguards), certificates, and course delivery. The Port anticipates sending up to twelve youths annually to the Cal Maritime summer session. The grant would cover a period of seven and a half years (to avoid grant expiration in the middle of an internship cycle), with an option to extend to December 31, 2033.

Employment Administration and Payroll Services for Rising TIDES Maritime - \$300,000:

Port staff seeks authorization to award a grant of \$300,000 to Enterprise for Youth to administer the employment administration, payroll, and related services for the Rising TIDES Maritime. The City’s payroll functions do not support internships, so the City requires a third party to handle employment administration and payroll services because these interns are not able to be hired through the City’s hiring process. The grant has a term of two years.

Employment Administration and Payroll Services for Rising TIDES Operations - \$300,000:

Port staff seek authorization for the same scope of services in number two above, only for the Rising TIDES Operations program. The grant has a term of two years.

STRATEGIC OBJECTIVES

The proposed sole source grant and grant award supports the following strategic objectives:

Equity:

Hiring Pipeline - Formalize diverse and equitable paid internship, fellowship, pre-apprenticeship, and apprenticeship programs.

Share Economic Prosperity - Ensure local communities that are impacted by waterfront development share in economic prosperity.

Racial Equity Action Plan:

Increase the racial diversity of the pipeline of people pursuing careers in professional services and/or construction trades needed on Port projects.

Waterfront Plan Alignment:

Seek opportunities to partner with tenants and educational, civic, labor, and business institutions to support apprenticeships and job training programs that enable the unemployed, underemployed, or economically or socially disadvantaged to enter or move up in the labor force.

PORT INTERNSHIP PROGRAM BACKGROUND

The Rising TIDES Maritime Internship:

This internship is open to SFUSD high school students, currently limited to sophomores and juniors, with priority given to disadvantaged students such as those who are first-generation college students, eligible for free or reduced-cost lunch, have an Individualized Education Program (“IEP”), or are in foster care. Port staff emailed San Francisco Unified School District high school principals, counselors, and related community-based organizations requesting that they share the opportunity with their students and networks, welcome referrals, and request invitation to give presentations to youth. Port staff also developed a social media campaign to attract and recruit high school students directly. Lastly, staff continue to attend high school and community-based career fairs to recruit for this opportunity.

The Rising TIDES Operations Employment Program:

This program will initially hire the youth who lost their internships when RDJ Enterprises’ contract was canceled due to criminal charges against the owner. The Port is in contact with the youth who are eager to continue in the program under in-house Port staff leadership. Historically, this program has been for at-risk and economically disadvantaged youth. The Port expects to develop the outreach, recruitment, and selection process over the next year.

The Port intends to keep the development of selection criteria and selection process in-house. The process is currently run by Tiffany Tatum, Senior Community Development Specialist, and may expand to other staff in the future. Running an internship program in-house gives the Port more control over outreach, recruitment, and selection.

The new Rising TIDES internship program differs importantly from the other internships that are hosted by the Port but run by other entities because of the focus on maritime and Port-specific career paths. The Port’s various internship programs are listed below for context:

- **Project Pull:** City-wide summer internship placements for SF high school and college students in San Francisco; Run by the Public Utilities Commission

- **Opportunities for All:** City-wide summer internship placements for SF high school and transitional age youth (ages 13-24); Run by the Human Rights Commission
- **Opportunities for All-HBCU program:** City-wide summer internship placements for San Francisco residents that attend or will attend an HBCU; Run by the Human Rights Commission
- **Willie Brown Fellow Program:** City-wide summer internship placements for San Francisco State University (“SF State”) students interested in government jobs; Run by SF State
- **SF YouthWorks/MYEEP:** City-wide summer internship placements for all high school students (MYEEP) and 11th/12th graders (SF Youth Works) in public sector jobs; Run by the Department of Children, Youth and Families
- **SF Fellows:** City-wide one-year employment opportunities for resident college graduates; Run by the Mayor’s Office
- **Student Design Trainee (City-hired college interns):** Civil Service classifications hired by Port
- **Jobs Now:** City-wide short-term employment CalFresh (food stamps) recipients; Run by Human Services Agency

GRANT DETAILS

The proposed resolutions would approve three (3) separate grants:

1) Sole Source Grant: Cal Maritime

Scope of Work - Cal Maritime will work with the Port of San Francisco to reserve placements for students from the Port’s Rising TIDES Maritime internship and adult chaperone slots for one agreed-upon week each summer (five nights and six days). The Port expects to reserve approximately twelve student slots and four overnight chaperone spots for that week. These numbers are subject to decrease at the Port’s discretion and increase based on the mutual agreement of both parties.

This scope includes the following:

- Coordinate with Port staff to identify an available week and reserve slots for Port Rising TIDES Maritime interns and adult chaperones.
- Assist Port with orientation sessions for parents and students upon request.
- Accept payment for fees from the Port that include expenses associated with housing, food, equipment, pool usage, course materials, personnel (instructors and lifeguards), certificates, and course delivery.
- Interns and some chaperones will be housed at Cal Maritime’s Vallejo campus while training courses may be located at both the Vallejo campus and Richmond training facility.

Sole Source Grant Authority: San Francisco Administrative Code Chapter 21G governs the award of grants and requires the Port to follow a competitive solicitation process to award a grant unless an exception to the solicitation requirement applies or a sole-source award is approved in accordance with the Purchaser’s rules and regulations. One exception to

the competitive solicitation process is when the grant is to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity. (Admin. Code § 21G3(a)).

Cal Maritime is the only degree-granting maritime academy on the West Coast. Since 2006, Cal Maritime has hosted groups of students for a week-long summer program. Students reside at their Vallejo campus and are housed in dorms. All students attend U.S. Coast Guard courses in Personal Survival and Basic Marine Firefighting. In addition, participants attend presentations given by Cal Maritime faculty about degree programs and careers at sea or shoreside maritime positions.

Cal Maritime is the only entity that can practically perform the programs, activities, and services for the Rising TIDES Maritime program. Pursuing a competitive solicitation will not result in any additional potential grantees because the summer session intends to offer hands-on, in-person experiential maritime training and mimic the college experience in a location within the Bay Area.

2) Employment Administration, Payroll, and Related Services: Rising TIDES Maritime

Scope of Work - Tasks are divided into Essential and Additional Tasks:

- Essential Tasks that the Grantee will perform annually include employment processing, payroll services, management of additional activities, and being the official employer of record.
- Additional Tasks may be assigned on an as-needed basis by the Rising TIDES program manager and include outreach and recruitment and providing interns with employment readiness training. Additional Tasks may be added or deducted from the requested services at the full and absolute discretion of the Port.

3) Employment Administration, Payroll, and Related Services: Rising TIDES Operations

Scope of Work - Tasks are divided into Essential and Additional Tasks:

- Essential Tasks that the Grantee will perform annually include employment processing, payroll services, management of additional activities, and be the official employer of record.
- Additional Tasks may be assigned on an as-needed basis by the Rising TIDES program manager and include outreach and recruitment and providing interns with employment readiness training. Additional Tasks may be added or deducted from the requested services at the full and absolute discretion of the Port.

AWARD PROCESS

The Port is utilizing grantees selected through an RFP process administered by the Office of Economic and Workforce Development (“OEWD”) to solicit employment and payroll services for internships. The OEWD Request for Proposals #122 *“Building Back Stronger”*: *Workforce Services Grants and Funding to Support the Black Community* (“RFP”) was

originally advertised on February 9, 2021, and submissions were due on March 21, 2021. OEWD ranked qualified proposers according to the stated criteria. The RFP included a program area “Young Adult Job Center” for which fourteen non-profit organizations submitted applications that were scored by a CMD-approved review committee and ranked. The terms of the RFP require that granting departments use this original ranking in determining additional awards.

The Port issued a Request for Interest on February 12, 2024, to the top five proposers in the “Young Adult Job Center” program area of OEWD’s original RFP. The Request for Interest described the program and asked respondents to express interest in providing the requested services. The Port received one response from Enterprise for Youth.

The Port then issued a Request for Information to Enterprise for Youth seeking additional information regarding their ability to implement employment administration, payroll, and related services for Rising TIDES Maritime and Rising TIDES Operations with a due date of March 5, 2024. Enterprise for Youth submitted a complete response on the due date with the requested information for both grants.

About the Awardee:

Enterprise for Youth (“EY”) was founded in 1969 to empower under-resourced San Francisco youth to reach their potential through transformative, paid internship experiences supported by employers, caring adults, and peers. EY serves over 500 youth annually supporting them during high school and into their post-secondary school lives. EY is experienced in providing support and administration including managing payroll, program expenses, and invoicing for youth workforce development programs. This includes meeting one-on-one with young people to onboard them with their paperwork and set up bank accounts and direct deposit (if desired).

EY has experience delivering services to government agencies. They allocate expenses and delivery reports to public sector funders including the Department of Youth, Children & Their Families (DCYF), the Office of Economic Workforce Development (OEWD), the San Francisco Unified School District (SFUSD), the San Francisco Department of the Environment, the San Francisco Community Challenge Grants Program, and the San Francisco Public Utilities Commission.

RECOMMENDATIONS

Port staff recommends that the Port Commission allocate \$900,000 for the Rising TIDES internship program by approving the following:

1. Resolution number 24-18 authorizing the award of a sole-source grant in the amount of \$300,000 for a length of seven and a half years with the option to extend until December 31, 2033 to the California State University Maritime Academy for the purposes of hosting a week-long summer program for Rising TIDES Maritime interns, and arranging and accepting summer session fees for Rising TIDES Maritime interns.

2. Resolution number 24-19 authorizing the award of a \$300,000 grant for two years to support employment administration, payroll, and related services for the Rising TIDES Maritime internship program; and
3. Resolution number 24-20 authorizing the award of a \$300,000 grant for two years to support employment administration, payroll, and related services for the Rising TIDES Operations internship program.

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Contracts and Procurement Manager
Finance and Administration Division

Tiffany Tatum,
Senior Community Development Specialist
Finance and Administration Division

For: Nate Cruz, Deputy Director
Finance and Administration Division

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 24-18

- WHEREAS, The Port of San Francisco seeks to create a pipeline of skilled local workers essential to a vibrant waterfront by formalizing diverse and equitable paid internship, fellowship, pre-apprenticeship, and apprenticeship programs; and
- WHEREAS, The Port created the Rising TIDES Maritime internship program to fulfill its vision of shared economic prosperity along the waterfront, acknowledging that this requires bold action to remove socio-economic barriers to entry for future workers; and
- WHEREAS, As part of the Rising TIDES Maritime program, California State University Maritime Academy (“Cal Maritime”) will host interns for a weeklong on campus summer program; and
- WHEREAS, San Francisco Administrative Code Section 21G3(a) allows the award of a sole source grant to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity; and
- WHEREAS, Cal Maritime is the only degree-granting maritime academy on the West Coast. Therefore, Cal Maritime is the sole entity that can practically perform the programs, activities, and services for the Rising TIDES Maritime internship program;
- WHEREAS, Issuing a multi-year grant will allow Port staff to fully establish this as a constituent program which will allow for year-round recruitment of participants and deeper community relationships with schools and other community stakeholders; now therefore be it
- RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to enter into a sole source grant in the amount of \$300,000 for a length of seven and a half years, with an option to extend the term to December 31, 2033, to the California State University Maritime Academy for the purposes of hosting a week-long summer program for Rising TIDES Maritime interns; and
- RESOLVED, that the Port Commission authorizes Port staff to take further actions in connection with the award of this grant as necessary to achieve the purposes described in this Resolution.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of April 9, 2024.

Secretary

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 24-19

- WHEREAS, The Port of San Francisco seeks to create a pipeline of skilled local workers essential to a vibrant waterfront by formalizing diverse and equitable paid internship, fellowship, pre-apprenticeship, and apprenticeship programs; and
- WHEREAS, The Port created the Rising TIDES Maritime internship program to fulfill its vision of shared economic prosperity along the waterfront, acknowledging that this requires bold action to remove socio-economic barriers to entry for future workers; and
- WHEREAS, The Port hosts a summer internship program focused on immersion and exposure to maritime careers for up to 12 rising junior and senior high school students that includes a summer program through the California State University Maritime Academy; and
- WHEREAS, Enterprise for Youth was highly ranked through the Office of Economic and Workforce Development's Request for Proposals #122 "Building Back Stronger": Workforce Services Grants and Funding to Support the Black Community ("RFP") as a Youth Job Center provider; and
- WHEREAS, Enterprise for Youth submitted a complete response to the Port's Request for Information for qualified respondents to provide employment administration, payroll, and related services for the Rising TIDES Maritime internship program on March 5, 2024; now therefore be it
- RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to award a \$300,000 grant to Enterprise for Youth for two years to support employment administration, payroll, and related services for the Rising TIDES Maritime internship program; and be it further
- RESOLVED, that the Port Commission authorizes Port staff to take further actions in connection with the award of this grant as necessary to achieve the purposes described in this Resolution.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of April 9, 2024.

Secretary

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 24-20

- WHEREAS, The Port of San Francisco seeks to create a pipeline of skilled local workers essential to a vibrant waterfront by formalizing diverse and equitable paid internship, fellowship, pre-apprenticeship, and apprenticeship programs; and
- WHEREAS, The Port created the Rising TIDES Operations internship program to fulfill its vision of shared economic prosperity along the waterfront, acknowledging that this requires bold action to remove socio-economic barriers to entry for future workers; and
- WHEREAS, The Port will host a year-long gardening, operations, and maintenance internship for up to 9 transitional age youth directly supervised by and working alongside Port maintenance staff; and
- WHEREAS, Enterprise for Youth was highly ranked through the Office of Economic and Workforce Development Request for Proposals #122 “Building Back Stronger”: Workforce Services Grants and Funding to Support the Black Community (“RFP”) as a Youth Job Center provider; and
- WHEREAS, Enterprise for Youth submitted a complete response to the Port’s Request for Information for qualified respondents to provide employment administration, payroll, and related services for the Rising TIDES Operations internship program on March 5, 2024; now therefore be it
- RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to award a \$300,000 grant to Enterprise for Youth for two years to support employment administration, payroll, and related services for the Rising TIDES Operations internship program; and therefore be it further
- RESOLVED, that the Port Commission authorizes Port staff to take further actions in connection with the award of this grant as necessary to achieve the purposes described in this Resolution.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of April 9, 2024.

Secretary