

**STAFF REPORT  
C74**

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08/17/17  
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C2017002

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**CONSIDER GRANTING AUTHORITY FOR THE EXECUTIVE OFFICER  
TO EXECUTE AN INTERAGENCY AGREEMENT WITH  
UNIVERSITY ENTERPRISES, INC. FOR BUDGET FISCAL YEAR 2017-2018  
TO PROCURE THE SERVICES OF COLLEGE STUDENTS TO ASSIST  
COMMISSION STAFF WITH VARIOUS ASSIGNMENTS**

**PARTY:**

California State Lands Commission

**PROPOSED ACTIVITY:**

The Executive Officer requests authority to execute an agreement for Budget Fiscal Year 2017-18. The following contract expired on June 30, 2017. As described below, staff recommends entering into a new contract.

University Enterprises, Inc.      \$185,000      Contract No. C2017002

Interagency Agreement with University Enterprises, Inc., (Agreement) to procure the services of college students to assist Commission staff with various assignments; in return, each student will earn hands-on experience that will optimize the student's area of study/major.

It is expected that the students will assist staff perform the tasks identified below.

Information Technology (IT) Services:

- Providing timely and dependable customer service
- Assist Commission staff with project planning, implementation, and training
- Support and manage current hardware and software
- Keep abreast of new and emerging technology
- Development of web-based public facing applications
- Remote and wireless access

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### Records Management Services:

- Assist Records staff with conducting detailed records inventory
- Scan and barcode maps, collect essential metadata and enter information into ArcGIS software
- Work with Records staff on records related projects: forms design, prepare records for offsite storage, transfer list audit and data entry
- Assist staff to develop and maintain documentation and reports on key project activities and issues

### MEPD:

- Assist MEPD staff with data entry and data quality control to ensure database accuracy

University Enterprises, Inc., provides college students specializing in various fields on a part-time basis to fill basic or supporting needs that may go unattended due to permanent staffing levels and other priorities. Not only does this allow the Commission to focus its limited, but more experienced staff to its core program functions, it also gives the college students real world experience in a professional setting. Some of these students may later join the State workforce with directly relevant experience in State operations.

This Agreement shall be consistent with State policies and procedures as specified in the State Administrative Manual and State Contract Manual. The Agreement is subject to sufficient funding provided in the Commission's budget.

### **STAFF ANALYSIS AND RECOMMENDATION:**

#### **Statutory Authority and Other References:**

Public Resources Code section 6106 (delegation to execute written instruments); Public Contract Code section 10335 et seq. (Consulting Services Contracts); State Administrative Manual section 1200; State Contracting Manual (rev. 11/12).

#### **Public Trust and State's Best Interests Analysis:**

The recommended action, executing an Agreement to hire college students to assist Commission staff, is in the State's best interests because it allows the Commission to focus its staffing resources on its core program needs. Some of these college students may later join the State workforce with directly relevant experience in State operations. Additionally, the recommended action will not interfere with statewide Public Trust needs.

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**OTHER PERTINENT INFORMATION:**

1. Authorization to execute an agreement with the University Enterprises, Inc., is not considered a project as defined by the California Environmental Quality Act (CEQA) because it is an administrative action that will not result in direct or indirect physical changes in the environment.

Authority: Public Resources Code section 21065 and California Code of Regulations, title 14, section 15378, subdivision (b)(5).

2. The proposed action is consistent with Strategy 2.3 of the Commission's Strategic Plan, to align budget and policy initiatives and staff resources with the Commission and State priorities, including securing stable funding sources and resources to fulfill the Commission's mission and vision.
3. Funding for this action has been included in the Commission's 2017-2018 fiscal year support budget.

**RECOMMENDED ACTION:**

It is recommended that the Commission:

**PUBLIC TRUST AND STATE'S BEST INTERESTS:**

Find that the recommended action will not interfere with statewide Public Trust needs and is in the best interests of the State.

**AUTHORIZATION:**

Authorize the Executive Officer or her designee to execute an Agreement with University Enterprises, Inc., in accordance with current State policies and procedures.