

BAWSCA Internship Program

Request of SOQs from Interested Internship Service Providers

The Bay Area Water Supply and Conservation Agency (BAWSCA) is seeking a partner organization that will support the implementation of the BAWSCA Internship Program (Intern Program). The Internship Program aims to provide interns with opportunities to learn from professionals and gain critical skills for their future career.

As a step in the partner selection process, BAWSCA seeks information about the internship services your organization provides. Information submitted should be packaged as a Statement of Qualifications (SOQ). The purpose of the SOQ is to identify providers that can organize and deliver an internship program that will result in the academic and employment success of young adults. The SOQ must contain details that will enable BAWSCA to evaluate the capability of your organization to meet BAWSCA's internship program needs. Following BAWSCA's review of the SOQs received, your organization may be invited for an interview. BAWSCA intends to enter into a formal agreement with the selected partner organization in 2021.

ABOUT BAWSCA

The Bay Area Water Supply and Conservation Agency (BAWSCA) is a Special District in the State of California. BAWSCA was created on May 27, 2003 to represent the interests of 24 cities and water districts and two private utilities in Alameda, San Mateo and Santa Clara counties that purchase water on a wholesale basis from San Francisco's Regional Water System.

BAWSCA is governed by a 26-member Board of Directors comprised of respected elected officials and other community leaders representing the 24 cities and water districts that are member agencies of BAWSCA, and two private utilities that also have appointees to the board, Stanford University and California Water Service Company. BAWSCA has a full-time staff of 9 individuals and is led by Nicole Sandkulla, BAWSCA's CEO / General Manager. BAWSCA's offices are located in the City of San Mateo, San Mateo County, California.

Additional information about BAWSCA is found on our website: <https://www.bawasca.org/>

ANTICIPATED INTERN WORK ASSIGNMENT(S)

BAWSCA's workload includes efforts aimed at water resources development and water conservation planning and implementation. In addition, BAWSCA has a financial section that plays an oversight role regarding the water rates, billings and charges San Francisco Public Utilities Commission (SFPUC) applies to the member agencies that BAWSCA represents.

It is anticipated that an intern would support BAWSCA's water resources and conservation efforts, although depending on the skills of the intern or their interest it is possible that they would be assigned to support BAWSCA's financial oversight work.

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BAWSCA's approach to the program aims to provide the intern with valuable work experience and skills necessary for them to be successful in the water resources field.

ORGANIZATION INFORMATION TO PROVIDE IN THE SOQ

BAWSCA asks that your organization provide a discussion of your organization and its structure in order that we may evaluate your suitability for partnering in the Intern Program.

This can include but is not limited to these questions:

- What is the mission and purpose of the organization?
- Are there business or organizations where interns are currently placed?
- Does your organization pay the interns directly and provide them with employment benefits?
- Does your organization focus on internships for the minorities or disadvantaged? If so, how are interns recruited?
- Does your organization focus on college students as interns?
- Is there a specific school, geographic area, etc. that you require your interns to be from?
- Does your organization provide any pre-placement training and or mentoring of potential interns?
- Is there a standard fee (or fee structure) a partner such as BAWSCA would be charged per intern? If so, what is that rate or charge?
- Is there a standard contract that BAWSCA would be required to enter into? If so, please provide.
- Does your organization have a rolling internship program, or do you require potential partners to have an agreement in place at certain date in the calendar year?
- Is there a set period of time that an intern would be "in place" (for example, 8 weeks, 3 months, summer etc.) or is that flexible?
- Are there a set number of hours per week that an intern would work?
- Is there a skills assessment performed?
- How does prior experience (or coursework) factor into placement?
Do you allow for (or organize) intern interviews with the placement partner prior to selection?
- Are the other elements of your organization that you view are relevant for BAWSCA to know about for SOQ consideration purposes?

SUBMITTAL OF AN SOQ

BAWSCA is looking to move forward with an internship program in 2021. BAWSCA asks that interested organizations provide BAWSCA their SOQ on or before 5 p.m. of Friday May 7, 2021. Please email an electronic version to the attention of Deborah Grimes of BAWSCA at

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dgrimes@bawsca.org. Submitting a response is voluntary and the cost for developing a response is the sole responsibility of the respondent. BAWSCA is not obligated in any manner to any respondent to this SOQ and may cancel or amend the SOQ at any time. Responses to the SOQ are not offers and cannot be accepted by BAWSCA to form a binding contract. BAWSCA has the right to elect not to procure these services and its right to procure services from a vendor that has not responded to this SOQ.

If you have questions regarding this letter of interest or need additional information to develop the SOQ, please contact Negin Ashoori at nashoori@bawsca.org.