CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
ACADEMIC AFFAIRS DIVISION

PART ONE OF A TWO-PART REQUEST FOR PROPOSALS (RFP) RFP# 16-079

CERTIFICATION OF INTENT

for

ZERO TEXTBOOK COST DEGREE TECHNICAL ASSISTANCE PROVIDER

PART ONE: INTENT TO PARTICIPATE

The purpose of Part One is to determine which districts/colleges are interested in participating in a competitive application process (i.e., RFP# 16-079) for a multi-year contract award of approximately $470,000, to serve as the Technical Assistance Provider for the awardees of the Zero Textbook Cost Degree grant program. The contract and final award amount for the Technical Assistance provider is subject to the Board of Governors approval. The *Certification of Intent to Participate* (refer to page 5) and the *Statement of Qualifications* are due by **5:00 pm PST, Thursday February 9, 2017**. If the Chancellor's Office does not receive more than one qualified applicant under Part One of this Request for Proposal (RFP), the Chancellor's Office reserves the right to award the contract to the single applicant provided that the applicant meets all the qualifications required.

PART TWO: RFP PROCESS

The Chancellor's Office will conduct a standard competitive bid process under the following conditions: 1) none of the applicants meet the desired qualifications, or 2) more than a single qualified *Certificate of Intent to Participate* and *Statement of Qualifications* is received by the

5:00 pm PST, Thursday February 9, 2017 deadline. The RFP packet, including instructions, forms and submission deadline will be sent **only to those community college districts/colleges that met the requirements of Part One.**

PROJECT DURATION

The performance period for this RFP is March 21, 2017 to March 21, 2019. The contract will be executed upon successful completion of Part One and/or Part Two (RFP Process) and Board of Governor approval.

PURPOSES/USES OF THE FUNDS

California Community Colleges Chancellor's Office is requesting applications from community college districts to serve as the Technical Assistance Provider for the Zero Textbook Cost Degree (ZTCD) grant program. The goal of these technical assistance efforts is to assist the ZTCD grantees to successfully plan and implement the greatest number of program pathways of zero textbook cost courses (major and general education) that fulfill an associate degree or a career technical education certificate. Technical assistance includes, but is not limited to, research, professional development, meetings, coordination, and other resources or activities that are required to organize the components for adapting, creating, and sustaining zero textbook cost program pathways. The Technical Assistance Provider must have experience with Open Education Resources and Zero Textbook Cost Degree program pathways.

PROJECT BACKGROUND AND NEED:

Existing research by the Student Public Interest Research Group (2014) indicates that the average United States college student now spends $1,200 each year on textbooks and other course materials in addition to tuition. The research also demonstrates that higher education costs hinders lower income students from attending college and therefore, limits their access. In addition, the research shows a majority of currently enrolled college students actually base course selection decisions on textbook prices and avoid courses with expensive content.

The Center for College Affordability and Productivity (November 2011) found that the cost books and supplies, not tuition and fees, represent the largest cost increase for postsecondary students receiving aid and grants.

This inspired the California Legislature to take action and the Zero Textbook Cost Degree program was established in 2016, as one of the Open Education Resources (OER) initiatives to improve teaching, learning and accessibility for all learners. This program is consistent with existing legislative, policy and fiscal investment in the development and implementation of OER in California Higher Education.

The Legislature intends for community college districts to establish and sustain numerous zero textbook cost program pathways to reduce the overall cost of education for students and

decreases the time it takes students to complete programs. The ZTCD program initiative serves as a collaborative effort among local community colleges and partners (Regional Occupational Center and Program, baccalaureate degree granting institutions and business/industry representatives). The ZTCD program pathways consists of OER materials and are defined, in short, as courses that eliminate conventional textbook cost, and reside in the public domain pursuant to intellectual property license for free use and repurposing by others.

OBJECTIVES:

1. Provide regional, statewide and online workshops, trainings, summits, and/or conference sessions for community college personnel to create, implement and sustain zero textbook cost program pathways, including, but not limited to: strategies to improve student achievement and strategies to improve community college operations to better coordinate planning, implementation, and outcomes of statewide initiatives.

2. To the extent possible partner with existing statewide initiatives with proven results of improving student success and access.

3. Coordinate with community college districts and community partners to develop and disseminate effective practices through the enhancement, support, and ongoing maintenance of the zero textbook cost program pathways.

4. Provide support to zero textbook cost program pathway activities addressing compliance with Federal American with Disabilities Act, Federal Copyright Act of 1976 (Public Law 94-553), posting zero textbook cost program and content on the Online Clearinghouse of Information (Professional Learning Network), and adding OER materials to the California Digital Open Source Library.

ACTIVITIES:

The minimum required activities of the contractor is to achieve the objectives.

1. The contractor will hire or designate a project manager.

2. The contractor will draft scope of work language; negotiate work plans, deliverables, and budgets; and enter into sub grant/subcontract agreements in accordance with local district board policies:

    A. With selected sub-grantee/subcontractor who are deemed necessary to carry out the objectives noted above;
    B. With a sub-grantee to evaluate the strategies and delivery methods used to meet those objectives in terms of their effectiveness, and to provide feedback for continuous improvement;
    C. With a sub-grantee to support and expand Academic Affairs communication

and outreach efforts pertaining to the zero textbook cost degree initiative.

3. The contractor will participate in regular and relevant OER meetings related to the objectives noted above as determined by the Chancellor's Office.

4. The contractor will monitor sub-grantee/subcontractor performance to ensure compliance with agreed upon deliverables and budget.

5. The contractor will conduct a detailed review of all invoices prior to Chancellor's Office approval for district payment.

6. The contractor will serve as the district's lead contact for fiscal agent responsibilities, including subgrant execution and invoice processing, payment and detailed reporting to the Chancellor's Office.

7. The contractor will be required to complete quarterly progress reports during each year, an annual final report in a format specified by the Chancellor's Office and the reporting requirement to the Legislature, Legislative Analyst Office and the Department of Finance. Additional reports and data must be provided when requested by the Chancellor's Office for monitoring and planning purposes.

FUNDING:

Funding would begin on or after March 21, 2017.

CERTIFICATION OF INTENT TO PARTICIPATE:

Please complete, sign and return the following Certification of Intent to Participate form, along with a Statement of Qualifications by: **5:00 PM PST, Thursday February 9, 2017.**

Certification of Intent to Participate

I hereby certify that the _____Community College District, in support of _____College as the proposed project administrator, intends to submit an application for the competitive bid process for California Community Colleges **Zero Textbook Cost Degree Technical Assistance Request for Proposal (RFP).** I understand that the RFP will be limited to only those districts/colleges that have met the requirements of the *Certification of Intent to Participate* form and *Statement of Qualifications.* Furthermore, I understand if only one qualified district/college submits this certification, that district/college may be awarded the contract without any further competitive process.

Statement of Qualifications

1) Attach a brief written summary (one page or less) of the district's administrative qualifications and experience in each of the following areas:
   A. Creating or implementing an open education resources including a zero textbook cost degree program.
   B. Service as a fiscal agent/fiscal management of a $250,000 contract/grant for a project of this scope (as described in the Certification of Intent).
   C. Management and payment of a high volume of subgrants/subcontracts.
   D. Rapid start up and implementation of a fiscal agent process.

2) Describe the process for administering contracts/grants with multiple project stakeholders.

3) Describe the District's board policy for entering into subgrant/subcontract agreements, including the district's competitive bidding rules and bidding threshold (for subgrants/subcontracts).

Required District/College signatures:

District/College Chief Executive Officer (printed)	(signature)	(date)
District/College Chief Business Officer (printed)	(signature)	(date)

District Contact (name)	(title)	(email address)	(phone number)

Return 1) signed original *Certification of Intent to Participate* form, and 2) *Statement of Qualifications* by 5:00 pm PST on Thursday, February 9, 2017 to:

California Community Colleges Chancellor's Office
Academic Affairs Division
Stephanie Ricks-Albert
1102 Q Street, Suite 4600
Sacramento, CA 95811-6539