





The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS

DATE: July 8-9, 2013

SUBJECT: Approval of Contracts and Grants		Item Number: 1.2	
		Attachment: No	
CATEGORY:	Executive	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Steven Bruckman, Executive Vice Chancellor	Consent/Routine	X
		First Reading	
Approved for Consideration:	 Brice W. Harris, Chancellor	Action	
		Information	

ISSUE: This item presents contracts and grants for approval.

BACKGROUND: The Board of Governors Procedures and Standing Orders (Sections 318 and 319) require the chancellor to receive board approval before entering into contract or grants (or amendments of contracts or grants) which are: in excess of \$100,000; or over three years in duration; or with respect to consulting services, in excess of \$50,000.

For each board meeting, staff prepares a summary of all currently proposed contracts and grants that exceed any of the established thresholds. If there are no proposed contracts or grants that exceed the established thresholds, the board will be so informed at its meeting.

RECOMMENDED ACTION: It is recommended that the Board of Governors approves entering into the contracts and grants described in the July 2013 agenda.

Contracts and Grants

The following are the summaries of contracts and grants that require board approval pursuant to Standing Orders Nos. 318 and 319, copies of which are attached.

(1) Workforce and Economic Development Division

Reason for Board Approval:	Exceeds \$100,000
RFA Specification No.:	13-320
RFA Specification Title:	Training and Development
No. of Grants Awarded:	1
Total Amount Awarded:	\$237,525
Funding Source:	Economic and Workforce Development Funds
Type of Agreement:	Grant
Contractor or Grantee:	Butte-Glenn CCD/Butte College
Contract or Grant No.:	13-320-002
Term:	July 1, 2013 — June 30, 2014
Total Project Length:	1 year
Project Year:	Year 5
Amount of Agreement:	\$237,525
Bid Process:	Renewal
No. of Proposals Recvd:	N/A
No. That Met Min. Score:	N/A
Readers:	N/A

Purpose: This grant builds system capacity and provides professional development for colleges. As part of the statewide economic and workforce development network, local colleges act as hosts to provide support for leadership personnel to build the system capacity to deliver education, training, and services appropriate to faculty, students, staff, employees, colleges, business and labor. The grant also provides services to industry professional associations, regional centers, colleges and staff.

(2) Workforce and Economic Development Division

Reason for Board Approval:	Exceeds \$100,000
RFA Specification No.:	13-322
RFA Specification Title:	Economic and Workforce Development Program Coordination Services
No. of Grants Awarded:	1
Total Amount Awarded:	\$350,000
Funding Source:	Economic and Workforce Development Funds
Type of Agreement:	Grant
Contractor or Grantee:	Santa Clarita CCD/College of the Canyons
Contract or Grant No.:	13-322-001

Term:	July 1, 2013 — June 30, 2014
Total Project Length:	1 year
Project Year:	Year 5
Amount of Agreement:	\$350,000
Bid Process:	Renewal
No. of Proposals Recvd:	N/A
No. That Met Min. Score:	N/A
Readers:	N/A

Purpose: This project is for the economic and workforce development program coordination grant to support coordination, logistical and technical services for the economic and workforce development (EWD) program. The grantee represents the EWD program at program functions, supporting the EWD mission and program. The grantee handles education and advocacy, marketing, outreach, the EWD Advisory Committee (EDPAC) and the support of strategic review and advance processes for the program. The grantee shall provide flexible operational procedures, such as the ability to subcontract and set up income accounts.

(3) Workforce and Economic Development Division

Reason for Board Approval:	Exceeds \$100,000
RFA Specification No.:	13-305
RFA Specification Title:	Technical Assistance Provider: Centers of Excellence for Labor Market Research
No. of Grants Awarded:	7
Total Amount Awarded:	See Below
Funding Source:	Economic and Workforce Development Funds
Type of Agreement:	Grant
Contractor or Grantee:	See Below
Contract or Grant No.:	See Below
Term:	July 9, 2013 — June 30, 2014
Total Project Length:	11 months, 22 days
Amount of Agreement:	See Below
Bid Process:	Competitive bid
No. of Proposals Recvd:	8
No. That Met Min. Score:	8
Readers:	12

Purpose: The purpose of the centers of excellence is to serve as the labor market and data resources for education and industry stakeholders. As part of the Doing What Matters for Jobs and the Economy framework, the centers for excellence will inform regional college consortia as well as sector based initiatives in their efforts to close the skills gap. They will also provide data support for the regions and sectors to align labor market workforce demands with training capacities at the colleges, within the region and across the state.

Grant Number	Grantee (District/College)	Award Amount
13-305-001	Los Rios Community College District	\$148,500
13-305-002	San Francisco Community College District	\$200,000
13-305-003	Yosemite Community College District	\$148,500
13-305-004	Los Rios Community College District	\$148,500
13-305-005	Chaffey Community College District	\$148,500
13-305-006	Chaffey Community College District	\$148,500
13-305-007	Mt. San Antonio Community College District	\$200,000

(4) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
RFA Specification No.: 13-150
RFA Specification Title: Regional Consortia Chair
No. of Grants Awarded: 1
Total Amount Awarded: \$370,000
Funding Source: Carl D. Perkins
Type of Agreement: Grant
Contractor or Grantee: Rancho Santiago CCD/ Santiago Canyon College
Contract or Grant No.: 13-150-003
Term: July 9, 2013 — June 30, 2014
Total Project Length: 11 months, 22 days
Amount of Agreement: \$370,000
Bid Process: Competitive
No. of Proposals Recvd: 8
No. That Met Min. Score: 8
Readers: 24

Purpose: The purpose of this grant is to fund the Los Angeles/Orange County Regional Consortia chair required under the Carl D. Perkins Act. The funding supports a consortia chair and the consortium activities that move the needle in the region’s new and emergent sectors. Activities include regional professional development, program approval, networking and collaboration with the sector navigators, employers, and regional colleges and faculty.

(5) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
RFA Specification No.: 13-152 – 13-161
RFA Specification Title: Deputy Sector Navigator
No. of Grants Awarded: 59
Total Amount Awarded: See Below
Funding Source: Economic and Workforce Development and Senate Bill 1070 funds
Type of Agreement: Grant
Contractor or Grantee: See Below
Contract or Grant No.: See Below
Term: July 9, 2013 — June 30, 2014
Total Project Length: 11 months, 22 days
Amount of Agreement: See Below
Bid Process: Competitive bid
No. of Proposals Recvd: 77
No. That Met Min. Score: 75
Readers: 52

Purpose: The deputy sector navigator grants fund regional sector experts to develop effective sector partnerships with employers, regional consortium, community colleges, high schools, ROPs, workforce investment boards, and other regional organizations to ensure a skilled workforce in support of the regional economy and industry sector. The funding supports activities to establish career pathways for the regional community into those regional economies. The grantees will support and improve regional workforce training within the sector for entry level and incumbent workers and coordinate with employers on curriculum and certificate development, program alignment. Additionally the deputy sector navigators will collaborate with regional partners to offer contract education, credit, and non-credit training. It was a requirement of the Chancellor’s Office that the applications match one of the priority or emergent sectors chosen by the region in which the applicant applied, and the fiscal agent is one of the districts within that region. The allocated funding for deputy sector navigator grants was determined by this regional selection.

Grant Number	Grantee (District/College)	Award Amount
Advanced Manufacturing		
13-152-007	Chaffey Community College District	\$300,000
13-152-002	El Camino Community College District	\$300,000
13-152-008	North Orange County Community College District	\$300,000
13-152-004	Peralta Community College District	\$300,000
13-152-010	Santa Clarita Community College District	\$300,000

13-152-006	San Diego Community College District	\$300,000
13-152-009	Sequoias Community College District	\$300,000
13-152-001	Sierra Joint Community College District	\$300,000
Advanced Transportation and Renewables		
13-153-003	Desert Community College District	\$300,000
13-153-001	Cerritos Community College District	\$300,000
13-153-004	San Diego Community College District	\$300,000
13-153-002	San Francisco Community College District	\$300,000
Life Sciences/Biotechnology		
13-154-002	Ohlone Community College District	\$300,000
13-154-001	San Diego Community College District	\$300,000
Agriculture, Water and Environmental Technology		
13-155-001	Allan Hancock Joint Community College District	\$300,000
13-155-002	Shasta-Tehama-Trinity Community College District	\$300,000
13-155-003	West Valley–Mission Community College District	\$300,000
13-155-005	Yosemite Community College District	\$300,000
Health		
13-156-005	Butte-Glenn Community College District	\$300,000
13-156-001	Coast Community College District	\$300,000
13-156-010	Desert Community College District	\$300,000
13-156-002	Grossmont-Cuyamaca Community College District	\$300,000
13-156-011	Los Rios Community College District	\$300,000
13-156-004	Rio Hondo Community College District	\$300,000
13-156-008	Santa Clarita Community College District	\$300,000
13-156-007	Sequoias Community College District	\$300,000

13-156-006	Solano County Community College District	\$300,000
13-156-003	West Valley–Mission Community College District	\$300,000
Global Trade & Logistics		
13-157-010	Long Beach Community College District	\$300,000
13-157-001	Los Rios Community College District	\$300,000
13-157-004	Peralta Community College District	\$300,000
13-157-008	Rancho Santiago Community College District	\$300,000
13-157-005	Riverside Community College District	\$300,000
13-157-012	San Mateo County Community College District	\$300,000
13-157-002	Santa Barbara Community College District	\$300,000
13-157-003	Southwestern Community College District	\$300,000
13-157-007	Merced Community College District	\$300,000
ICT/Digital Media		
13-158-001	Butte-Glenn Community College District	\$300,000
13-158-003	Los Angeles Community College District	\$300,000
13-158-007	Hartnell Community College District	\$300,000
13-158-006	Rancho Santiago Community College District	\$300,000
13-158-011	San Bernardino Community College District	\$300,000
13-158-010	San Diego Community College District	\$300,000
13-158-008	Santa Clarita Community College District	\$300,000
13-158-009	State Center Community College District	\$300,000
Small Business		
13-159-003	San Louis Obispo Community College District	\$300,000
13-159-004	Cabrillo Community College District	\$300,000

13-159-001	Los Angeles Community College District	\$300,000
13-159-009	Mira Costa Community College District	\$300,000
13-159-005	Napa Valley Community College District	\$300,000
13-159-008	San Joaquin Delta Community College District	\$300,000
13-159-006	Rancho Santiago Community College District	\$300,000
13-159-002	Shasta-Tehama-Trinity Community College District	\$300,000
13-159-011	Victor Valley Community College District	\$300,000
Energy (Efficiency) and Utilities		
13-160-001	Foothill-De Anza Community College District	\$300,000
13-160-003	Rio Hondo v	\$300,000
Retail/Hospitality/Tourism “Learn and Earn”		
13-161-001	Merced Community College District	\$300,000
13-161-002	Rancho Santiago Community College District	\$300,000
13-161-003	San Mateo County Community College District	\$300,000

(6) Academic Affairs Division

Reason for Board Approval:

Exceeds \$100,000

Type of Agreement:

Grant (Academic Affairs/outgoing funds)

Contractor or Grantee:

Los Angeles CCD

Contract or Grant No.:

13-052-001

Term:

July 1, 2013 – June 30, 2014

Total Project Length:

Up to 5 years, with yearly renewals

Amount of Agreement:

\$969,000

Bid Process:

Competitive

No. of Proposals Recvd:

2

No. That Met Min. Score:

2

Readers:

3

Purpose: Los Angeles Community College District, within its current grant, has been extremely effective in providing professional development for the system. Almost every California community college has participated in its offerings which sometimes number several per month. Colleges have developed communities of practice that have helped, along with the activities supported by the individual college basic skills allocations, in increasing student success for our least prepared

students. Two of the communities of practice are nationally recognized (California Acceleration Project and Habits of Mind).

Through the 2013-14 grant statewide and regional professional development will, once again, be made available to all colleges in the system. Activities will focus on instruction and student services effective practices that improve outcomes of students who enter college needing one or more courses in ESL and/or basic skills (credit and/or non-credit). Professional development must address the needs of developmental education administrators, faculty and staff, basic skills coordinators, and address the needs of other instructional area faculty who also have developmental students in their general education, majors, and occupational classes. Further, since effective practices involve integration of student services, professional development must also focus on student support strategies and their integration with instructional programs, including in career technical education courses. In addition, administrators responsible for both instructional programs and integration of student services need professional development opportunity in order to provide the leadership necessary for implementation of effective practices.

Projected Funding for Subsequent Years: \$969,000/year

(7) Academic Affairs Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Contract (Academic Affairs/Puente Project/Outgoing funds)
Contractor or Grantee: Contra Costa CCD
Contract or Grant No.: C12-0350
Term: July 1, 2012 – June 30, 2013
Total Project Length: 12 months
Amount of Agreement: \$1,183,000
Bid Process: Noncompetitive (Educational entities are exempt from competitive bidding.)
No. of Proposals Rcvd: N/A
No. That Met Min. Score: N/A
Readers: N/A

Purpose: To provide fiscal year 2012-13 funding for the Puente Project, a joint California Community Colleges and University of California program. Funding has been provided in the state budget continuously since 1987 with the understanding that these funds are matched by \$200,000 of private funds and the participating community college campuses and the University of California maintain its 1995-96 support level of the Puente Project.

(8) Academic Affairs Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Contract (Student Services/ASSIST/Outgoing funds)
Contractor or Grantee: Regents of the University of California, Office of the President
Contract or Grant No.: C13-0027

Term:	July 1, 2013 – June 30, 2014
Total Project Length:	12 months
Amount of Agreement:	Up to \$300,000
Bid Process:	Noncompetitive (Educational entities are exempt from competitive bidding.)
No. of Proposals Rcvd:	N/A
No. That Met Min. Score:	N/A
Readers:	N/A

Purpose: Provide for the funding to support the California Community Colleges portion of ongoing expenses of the Articulation System Stimulating Interinstitutional Student Transfer program utilized by students, advisors, administrators, and faculty of California’s three higher education segments.

STANDING ORDERS NOS. 318 AND 319 OF THE BOARD OF GOVERNORS

318. Contracts.

(a) Except as provided in subsection (b), whenever the power to contract is invested in the Board, or when, in the judgment of the Chancellor, such contracts are expressly or impliedly authorized to fulfill responsibilities or authorities vested in the Office of the Chancellor, the Chancellor is authorized in the name of the Board of Governors to enter into such contracts.

(b) The Chancellor shall secure Board approval before entering into any contract:

(1) In excess of \$100,000; or

(2) Over three years in duration; or

(3) With respect to consulting services, in excess of \$50,000.

The requirement for Board approval shall apply to any amendment of a contract which results in the original contract exceeding the specified limits, as well as the amendment of a contract where the amendment itself exceeds the specified limits. Under circumstances when the need to contract was not foreseeable, and when delaying approval of the contract until the next Board meeting would jeopardize the contract or frustrate its purpose, the Chancellor shall have the authority to enter into contracts in excess of the limits specified in this subsection. Before entering into such contracts, however, the Chancellor shall consult with the President of the Board.

(c) In securing the approval of contracts by the Board pursuant to subsection (b), the Chancellor shall apply the following procedures:

(1) In determining the nature, extent and need for any such contract, the Chancellor shall provide a summary of the Request for Proposal (RFP), Invitation for Bid (IFB), or other summary of the purpose and need for a contract to the Board of Governors prior to publicly releasing any such RFP or IFB, or prior to making any informal commitment to contract. The Chancellor may proceed with the release of the RFP, IFB, or other contract negotiations, unless the Board President, with or without the advice of any appropriate Board Committee designated by the President, directs the Chancellor to withhold action within a 10 day period from the date the summary is provided.

(2) In developing language for such contracts, the Chancellor shall include a provision which allows any aggrieved bidder on an RFP or IFB to protest the awarding of a contract to the Chancellor. The Chancellor shall inform the Board of any such protests, including the results of such protests. This remedy shall be in addition to the bidder's right to protest the matter to the Department of General Services.

(3) The Chancellor shall ensure that each panel of evaluators who score proposals is made up of staff from more than one division in the Chancellor's Office, including outside evaluators as appropriate; and the Chancellor shall take such other steps as necessary to ensure that evaluations and scoring are objective and fair.

(4) In requesting approval of said contracts, the Chancellor shall, at the time of distributing each regular meeting agenda to the Board of Governors, include a summary of contracts for Board approval. The summary for each contract shall indicate: the purpose of the contract; the amount of the contract; the time for performance of the contract, including whether it was advertised as a multi-year contract; the number of proposals received or whether the contract

is a sole source contract; the number of proposals which met the minimum score for cost opening; and the party awarded the contract.

The provisions of subparagraphs (1) through (3) above shall not apply to interagency agreements with other state agencies, and other agreements necessary for the agency to receive public funds.

(d) The authorization contained in subsection (a) includes agreements, leases, contracts, and other documents, including but not limited to: service agreements, insurance agreements, fiscal, budgetary, and personnel documents, travel requests, contracts for the purchase of apparatus, furniture, equipment, supplies and books, as well as contracts entered into as necessary to receive federal funds allocated to the California Community Colleges, all within the limits of fiscal ability and sound budgetary controls and subject to such policies as may be established by the Board. (EC § 70901(b)(5).)

319. Grants.

(a) Except as provided in subsection (b), whenever the power to enter into a grant is invested in the Board, or when, in the judgment of the Chancellor, a grant is expressly or impliedly authorized to fulfill responsibilities or authorities vested in the Office of the Chancellor, the Chancellor shall have the authority to enter into such grants.

(b) The Chancellor shall secure Board approval before entering into any grant:

- (1) In excess of \$100,000; or
- (2) Over three years in duration; or

The requirement for Board approval shall apply to any amendment of a grant which results in the original grant exceeding the specified limits, as well as the amendment of a grant where the amendment itself exceeds the specified limits. Under circumstances when the need to enter into a grant was not foreseeable, and when delaying approval of the grant until the next Board meeting would jeopardize the grant or frustrate its purpose, the Chancellor shall have the authority to enter into grants in excess of the limits specified in this subsection. Before entering into such grants, however, the Chancellor shall consult with the President of the Board.

(c) Prior to submitting grants to the Board for approval pursuant to subsection (b), the Chancellor shall either:

- (1) present to the Board for its review and approval an expenditure plan outlining the nature, extent and need for any such grants; or
- (2) provide a summary of the Request for Application (RFA) or other summary of the purpose and need for a grant to the Board of Governors prior to publicly releasing any such RFA or prior to making any informal commitment to award a grant. The Chancellor may proceed with the release of the RFA unless the Board President, with or without the advice of any appropriate Board Committee designated by the President, directs the Chancellor to withhold action within a 10 day period from the date the summary is provided.

(d) All grants awarded by the Board of Governors or the Chancellor on or after January 1, 1996, shall be awarded through competitive processes or through allocation formulas reviewed and approved by the Board of Governors, except that:

- (1) Grants may be awarded competitively within regions.
- (2) Grants for regional or statewide coordination activities for the Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), Matriculation, and Economic Development programs need not be competitively bid.

(3) Where there are conditions beyond the control of the Chancellor which limit competition, such as matching fund requirements or other agencies being required to select grantees, the Chancellor, in consultation with the President of the Board and the Chairperson of the appropriate committee, shall have authority to award grants without competition.

(e) Panels evaluating or scoring grant proposals will include or be comprised of outside readers as appropriate and will be comprised so as to assure objectivity and prevent conflicts of interest. In the event that outside readers are not used, the evaluation panel shall be comprised of staff from more than one division in the Chancellor's Office. The Chancellor shall ensure that readers are appropriately trained with respect to the process for review of grant applications.

(f) Grants for the performance of functions which are ongoing in nature will be awarded in cycles of between one and five years in length. In advertising a grant for an ongoing function, district personnel will be apprised of the length of the cycle and the funding anticipated to be available for the duration of the project; provided however, that nothing in this Section shall be construed to preclude subsequent adjustment of actual funding levels to reflect unforeseen circumstances. Districts shall be further informed that continuance of the grant will depend on year-to-year funding, and continued satisfactory performance. The Chancellor shall have the authority to exempt grants described in Subsection (d)(2) or those awarded under the Mathematics, Engineering, and Science Achievement (MESA) program, the Middle College High School program, or the Puente project from the duration limitations imposed by this paragraph.

(g) A district which, prior to January 1, 1996, has been awarded a grant on a non-competitive basis for the performance of an ongoing function may continue to be awarded that grant, at the discretion of the Chancellor, for a period of up to three additional fiscal years. Retention of the grant shall depend on continued availability of funds and satisfactory performance. At the conclusion of the term, the grant for the ongoing function shall be awarded on a competitive basis.

(h) To the extent that a grantee contracts with a private or public entity to perform certain parts of the grant, the grantee shall be required to disclose the intended purpose and amount of such subcontracting, shall agree to follow locally applicable competitive bidding processes in doing such subcontracting, and shall agree to name the subcontractors chosen.

(i) The procedures specified above shall not apply to grants which are distributed on an allocation formula basis which has been reviewed and approved by the Board of Governors.