



The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS
DATE: March 4, 2013

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

ISSUE: This item presents contracts and grants for Board 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.

RECOMMENDATION: The Board of Governors approves entering into the contracts and grants described in the March 2013 agenda.

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

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: Contracts exceed \$100,000
Type of Agreement: Contract (Workforce and Economic Development/outgoing funds)
Contractor or Grantee: See Chart Below
Contract or Grant No.: See Chart Below
Term: Oct. 1, 2012 – Sept. 30, 2013
Total Project Length: One Year with the possibility of future funding
Amount of Agreement: See Chart Below
Bid Process: Non-competitive
No. of Proposals Recvd: N/A
No. That Met Min. Score: N/A
Readers: N/A
Purpose: On March 1, 2011, the U.S. Small Business Administration (SBA) awarded to the Economic and Workforce Development Division (EWD) a grant to carry out export programs, increase the number of small businesses that are exporting, and increase the value of exports for those small businesses that currently export. This grant is awarded to six EWD Centers for International Trade and Development that provide programs and services to assist local companies in doing business abroad. For fiscal year 2012-2013, SBA has awarded \$1,623,637.00, to be administered by the Chancellor’s Office, to carry out these activities, with the expectation of activities commencing in October 2012 at six community colleges.
Projected Funding for Subsequent Years: None at this time

Grant No.	Grantee (District/College)	Amount
12-0054	Long Beach CCD	\$142,529
12-0061	Los Angeles Chamber of Commerce	\$178,410

(2) Student Services Division

Reason for Board Approval: Contract Total Exceeds \$100,000
Type of Agreement: Contract (Student Services/ Financial Aid/Outgoing Funds)
Contractor or Grantee: Riverside CCD
Contract or Grant No.: C13-0040
Term: July 1, 2013 – December 31, 2014
Total Project Length: One year (yearly renewals)

Amount of Agreement: Not to exceed \$550,000
Bid Process: The Board of Governors has granted an exemption from competitive processes for this contract

Purpose: Pursuant to Education Code Section 76300 (i)(2), the Board of Governors is authorized to allocate to the community colleges an amount equal to 2 percent of the enrollment fees waived. On July 9, 2001, the Board of Governors approved the use by the Chancellor’s Office Student Financial Assistance Program Unit of up to 3 percent of each college’s allocation to fund consultation with the financial aid community and to fund special projects of vital interest to the colleges. The Board delegates the coordination of these functions to a district, and awards this contract to support activities such as consultation, regional and state coordination, training, and development of strategic financial aid initiatives.

(3) Student Services Division

Reason for Board Approval: Contract Total Exceeds \$100,000
Type of Agreement: Interagency Agreement (Student Services/Incoming funds)
Contractor or Grantee: California Department of Social Services
Contract or Grant No.: 13-REC-03
Term: July 1, 2013 – June 30, 2016
Total Project Length: Three Years
Amount of Agreement: Fiscal Year 2013-2014 \$6,112,000
 Fiscal Year 2014-2015 \$6,112,000
 Fiscal Year 2015-2016 \$6,112,000
Bid Process: Not applicable to interagency agreements
No. of Proposals Recvd: N/A
No. That Met Min. Score: N/A
Readers: N/A
Purpose: These funds reimburse the Chancellor’s Office for the federal share of costs in providing foster and kinship care education and training.

(4) Student Services Division

Reason for Board Approval: Contract Total Exceeds \$100,000
Type of Agreement: Grant (Student Services/Transfer and Articulation/Outgoing funds)
Grant Title: Course Identification Numbering System (C-ID)
Contractor or Grantee: Los Rios CCD
Contract or Grant No.: 13-290-001
Term: July 1, 2013 – June 30, 2016
Total Project Length: One year with up to four yearly renewals
Amount of Agreement: \$200,000
Bid Process: Solicitation of Interest

No. of Proposals Recvd: 1
No. That Met Min. Score: N/A
Readers: N/A

Purpose: The Course Identification Numbering System (C-ID) grant was created through a grant initiated in 2006-07 as a response to legislation requiring the California community colleges to develop and implement a course identification numbering system among the public and private postsecondary institutions, with the intent of maximizing the effective and efficient transfer of students within and among California’s higher education segments.

The initial grant established the infrastructure and methodology necessary to implement a course identification numbering system among the many similar courses provided system wide throughout the public and independent college systems. Since that time, through the support of the statewide Academic Senate along with campus faculty, 320 course descriptors are now in place for 28 popular transfer majors, and over 1,300 community college courses throughout the state have been granted a C-ID number. The C-ID program has been an important part of the Associate Degree for Transfer implementation (SB 1440, Padilla 2010), which leveraged the C-ID program’s infrastructure to support the development of a Transfer Model Curriculum for each major within the program. More information regarding the C-ID program can found at www.c-id.net.

(5) Student Services Division

Reason for Board Approval: Contract Total Exceeds \$100,000
Type of Agreement: Grant (Student Services/Transfer & Articulation/Outgoing funds)
Grant Title: Management of the Transfer Counselor Web Site
Contractor or Grantee: Butte-Glenn CCD
Contract or Grant No.: 13-291-001
Term: July 1, 2013 – June 30, 2016
Total Project Length: One year with up to four yearly renewals
Amount of Agreement: \$175,000
Bid Process: Solicitation of Interest
No. of Proposals Recvd: 1
No. That Met Min. Score: N/A
Readers: N/A

Purpose: The California Community Colleges Transfer Counselor Web Site (www.ccctransfer.org) was created through an initial two-year grant beginning in 2006-07 by Butte College. The Transfer Counselor Web Site (hereafter referred to as TCW) supports the efforts of transfer counselors across the California Community Colleges system. The TCW is a central repository of online information centered on providing current transfer admission requirements for public and private baccalaureate granting colleges and universities. The primary goal of TCW is to provide information in a manner which can be quickly retrieved by an academic counselor during a brief student counseling session. Besides transfer admission information, the web site also provides a broad repository of transfer information; such as, best practices, published transfer literature, student counseling session. Besides transfer admission information, the web site also provides a broad repository of transfer information; such as, best practices, published transfer literature, athletic

counseling, and transfer related associations. This compilation of information provides academic counselors with an online resource capable of supporting a broad range of real-time student transfer scenarios.

(6) Student Services Division

Reason for Board Approval: Contract Total Exceeds \$100,000
Type of Agreement: Grant (Student Services/Transfer & Articulation/Outgoing funds)
Contract Title: Associate Degree for Transfer Statewide Awareness Campaign
Contractor or Grantee: Los Angeles CCD
Contract or Grant No.: 12-0039
Term: March 15, 2013 – June 30, 2014
Total Project Length: 15.5 months
Amount of Agreement: \$348,000
Bid Process: Solicitation of Interest
No. of Proposals Recvd: 1
No. That Met Min. Score: N/A
Readers: N/A

Purpose: This contract allows for the continuation of student marketing and outreach activities for the statewide Associate Degree for Transfer (AA-T/AS-T) program, as guided by the Senate Bill 1440 Implementation and Oversight Committee. Activities include continuation of a statewide radio and digital media campaign, and the continued creation and distribution of supporting marketing collateral.

(7) Student Services Division

Reason for Board Approval: 2 single contracts to exceed \$100,000
Type of Agreement: Hotel contract
Contractor or Grantee: TBD
Contract or Grant No.: 13-0012 and 14-0010
Term: Dates TBD – Spring 2014 and Fall 2014
Total Project Length: 7 days each
Amount of Agreement: Not to exceed 125,000
Bid Process: RFP
No. of Proposals Recvd: Has not gone out yet
No. That Met Min. Score: N/A
Readers: N/A

Purpose: Student Senate for California Community Colleges Spring and fall 2014 General Assembly
Projected Funding for Subsequent Years: Registration fees will be collected to cover all expenses.

Grant No.	Grantee (District/College)	Amount
13-0012	TBD	125,000
14-0010	TBD	125,000

(8) Student Services Division

Reason for Board Approval: Contract will exceed 100,000
Type of Agreement: Hotel contract
Contractor or Grantee: Hyatt Regency San Francisco Airport
Contract or Grant No.: C12-0011
Term: April 23, 2013-April 30, 2013
Total Project Length: 7 days
Amount of Agreement: 120,000
Purpose: Student Senate for California Community Colleges Spring General Assembly. The Student Senate added a meal function which increased the costs of the original contract. Also, audio visual is higher than originally budgeted. Budget is based on 600 attendees.

Grant No.	Grantee (District/College)	Original Award	Augmentation Amount	Total Grant Award
C12-0011	Hyatt Regency San Francisco Airport	\$84,000	\$36,000	\$120,000

(9) Communications Division

Reason for Board Approval: Contract Total Exceeds \$100,000
Type of Agreement: Contract (Media Campaign/Outgoing Funds)
Contractor or Grantee: Santa Barbara CCD
Contract or Grant No.: C13-0033
Term: July 1, 2013 – June 30, 2014
Total Project Length: One year (yearly renewals)
Amount of Agreement: up to \$2,800,000.00
Bid Process: Originally awarded through RFA Process

Purpose: Santa Barbara Community College District serves as the fiscal agent for implementation of the Statewide Financial Aid Media Campaign (icanaffordcollege.com). The district shall subcontract for all aspects of the media campaign’s implementation and coordination. The purpose of the campaign is to implement a media campaign to promote the availability of student financial aid and encourage students to enroll and attend one of the 112 community colleges.

(10) Internal Operations Division

Reason for Board Approval: Grant Total Exceeds \$100,000
Type of Agreement: Grant (Internal Ops/Outgoing funds)
Contractor or Grantee: The Academic Senate for CCCs
Contract or Grant No.: C13-355
Term: July 1, 2013 – June 30, 2014
Total Project Length: 1 year [12 months]
Amount of Agreement: Up to \$320,000

Purpose: This grant is for the purpose of enabling The Academic Senate for California Community Colleges to fulfill its various roles as specified in section 53206 of title 5 of the California Code of Regulations and sections 332 and 334 of the Board of Governors Procedures and Standing Orders.

(11) Workforce and Economic Development Division

Reason for Board Approval:

Type of Agreement:

Contractor or Grantee:

Contract or Grant No.:

Term:

Total Project Length:

Amount of Agreement:

Bid Process:

No. of Proposals Recvd:

No. That Met Min. Score:

Readers:

Contracts are greater than \$100,000

Contract (Economic and Workforce Development/Incoming funds)

U.S. Small Business Administration

12-REC-05

Sept. 30, 2012 – Sept. 29, 2013

One Year with the possibility of future funding

\$1,623,637.00

Non-competitive

N/A

N/A

N/A

Purpose: The U.S. Small Business Administration (SBA) announced a nationwide, 3 year grant opportunity, to make grants to the states in order to help carry out export programs, increase the number of small businesses that are exporting, and increase the value of exports for those small businesses that are currently exporting. The Chancellor's Office maintains an Economic and Workforce Development Division, headed by a Vice Chancellor, under whom various statewide programs and initiatives come under. One of the statewide initiatives includes the Centers for International Trade and Development. The SBA has made an award in the amount of \$1,623,637.00 for second year funding, to be administered by the Chancellor's Office, to carry out these activities, with the expectation of activities commencing in October 2012.

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.