





The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS

DATE: July 7-8, 2014

SUBJECT: Approval of Contracts and Grants		Item Number: 1.2	
		Attachment: No	
CATEGORY:	Executive	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Erik Skinner, Deputy 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 Procedures and Standing Orders of the Board of Governors (Sections 318 and 319) require the chancellor to receive board approval before entering into contracts 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 approve entering into the contracts and grants described in the July 2014 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) Student Services Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Grant (Distance Education Captioning and Transcription Project/DSP&S Outgoing Funds)
Contractor or Grantee: Santa Clarita Community College District
Contract or Grant No.: 14-287-001
Term: July 1, 2014 – June 30, 2015
Total Project Length: Up to five years with yearly renewals
Project Year: Year Two
Amount of Agreement: Original Amount: \$500,000
Am. 1 Amount: \$250,000
Total Amount: \$750,000

Purpose: Provide funding for live and off-line captioning and transcription services to ensure the accessible delivery of distance education courses.

(2) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Grant (EWD SB1402 and SB1070)
Contractor or Grantee: Santa Clarita CCD/College of the Canyons
Contract or Grant No.: 14-322-001
Term: October 1, 2014 – June 30, 2015
Total Project Length: 9 months
Amount of Agreement: Up to \$700,000
Bid Process: Originally Awarded through Competitive Bid

Purpose: The grant provides professional development, coordination and communication in support of programming and field training. This grant supports the Governor’s Career Education Pathways Initiative and Economic and Workforce Development projects. Funds provide professional development opportunities for college faculty and deans to attend a leadership development institute, curriculum institute, faculty representatives to serve the regions, and the communications/coordination infrastructure to build learning communities amongst the field key talents, with each other, K-12, industry, labor, economic development and other partners. Additionally, this grant provides support to deputy sector navigators who are working with colleges, employers and K-12 districts in their regions to design certificate programs, articulation agreements, dual enrollment, and other strategies impacting the successful transition of students through educational and career pathways.

(3) Workforce and Economic Development Division

Reason for Board Approval:	Exceeds \$100,000
Type of Agreement:	Contract (Perkins 1B)
Contractor or Grantee:	San Joaquin Delta Community College District
Contract or Grant No.:	C13-0065
Term:	Orig. term: July 1, 2013 – June 30, 2014 Am. 1: Extend through September 30, 2014
Total Project Length:	Three Months
Amount of Agreement:	Original Amount: \$300,000 Am. 1: <u>\$198,000</u> FY 2013-14 Total: \$498,000 Am. 1: FY 2014-15 <u>\$ 90,000</u> Total: \$588,000
Bid Process:	Originally awarded through competitive bid.

Purpose: The intent of this contract is to provide interim funding for the LaunchBoard. The LaunchBoard is a data decision tool kit provided by the California Community Colleges Chancellor's Office (CCCCO) to address reporting metrics on student outcomes related to workforce program effectiveness. The LaunchBoard offers centralized information, in an online format, based on a suite of metrics helping colleges to: explore program elements related to delivery of services and their effectiveness; drill down into data to identify how programs are meeting student achievement goals and where the needs for improvement are; and facilitate regional and statewide conversations about CTE programs, including benchmarking strategies for increased program impact by learning from other colleges with successful CTE student outcomes. San Joaquin Delta Community College District is the fiscal agent for Cal-PASS Plus and was selected through a competitive process spearheaded by the CCCCCO Technology Research and Information System division.

(4) Workforce and Economic Development Division

Reason for Board Approval:	Exceeds \$100,000
Type of Agreement:	Grant (SB 1402 EWD)
Contractor or Grantee:	See Below
Contract or Grant No.:	See Below
Term:	July 9, 2014 – June 30, 2015
Total Project Length:	Up to four years
Project Year:	Year One
Amount of Agreement:	\$200,000
Bid Process:	Request for Applications
No. of Grants Awarded	Two
Total Amount Awarded:	\$400,000
Bid Process:	Competitive Bid
No. of Proposals Recvd:	Three
No. that Met Min. Score:	Three
Readers:	Six

Purpose: The deputy sector navigator grants fund regional sector experts to develop effective sector and community partnerships. These collaborations are with employers, regional consortia, community colleges, high schools, Regional Occupational Programs, workforce investment boards, and other regional organizations to ensure a skilled workforce in support of the regional economy and industry sector. The funding targets the Global Trade and Logistics industry sector in the Far North and Information and Communication Technologies (ICT)/Digital Media industry sector in the Bay Area economic region by supporting activities to establish career pathways in 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 and program alignment. Additionally, the deputy sector navigators will collaborate with regional partners and sector navigators to offer contract education, credit, and non-credit training. It was a Chancellor’s Office application requirements that specify the applicants match one of the priorities or emergent sectors chosen by their region and that the fiscal agent be one of the districts within that region. The allocated funding for deputy sector navigator grants is determined by this regional selection.

Grant Number	Grantee (District/College)	Award Amount
Global Trade & Logistics		
14-157-013	Feather River Community College District	\$200,000
ICT/Digital Media		
14-158-013	San Francisco Community College District	\$200,000

(5) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Grant (SB 1402 EWD)
Contractor or Grantee: San Diego Community College District
Contract or Grant No.: 14-151-002
Term: July 9, 2014 – June 30, 2015
Total Project Length: Up to four years
Project Year: Year One
Amount of Agreement: \$372,500
Bid Process: Request for Applications
No. of Grants Awarded One
Total Amount Awarded: \$372,500
Bid Process: Competitive Bid
No. of Proposals Recvd: Two
No that Met Min. Score: Two
Readers: Three

Purpose: The purpose of the statewide sector navigator grants is to fund industry sector experts to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and coordinate with regional deputy sector navigators. Key activities under this framework include: focusing on regional priority/emergent sectors and

industry; taking effective practices to scale; integrating and leveraging programming between funding streams; promoting common metrics for student success; and removing structural barriers to execution. These grants fund 10 sector navigators, the hubs from which the sector navigators operate, and the knowledge communities and advisory bodies to align the work of the sector navigators with the industry sectors being served. This sector navigator funding is for a statewide sector expert in the Advanced Transportation and Renewables industry area.

(6) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Grant (SB 1402 EWD)
Contractor or Grantee: See Below
Contract or Grant No.: See Below
Term: Original term: July 1, 2013 – June 30, 2014
 Am 1: Term: Extended to June 30, 2015
Total Project Length: Up to one year
Project Year: 2013-2014
Amount of Agreement: Up to \$1,000,000
Bid Process: Augment of Grants Originally Awarded through Competitive Bid

Purpose: The purpose of these grants is to augment four statewide sector navigator projects that have been developed to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and/or coordinate with regional deputy sector navigators. Key activities under this framework include: focusing on regional priority/emergent sectors and industry; taking effective practices to scale; integrating and leveraging programming between funding streams; promoting common metrics for student success; and removing structural barriers to execution. These grant augmentations provide funding for four projects driven by sector navigators, the hubs from which the deputy sector navigators operate.

Grant No.	Contractor or Grantee	Original Amount	Augment Amount	Total Amount
Advanced Manufacturing				
13-151-001	El Camino CCD	\$ 472,500	\$ 250,000	\$ 722,500
Life Sciences/Biotechnology				
13-151-005	San Diego CCD	\$ 372,500	\$ 250,000	\$ 622,500
Information and Communication Technologies/Digital Media				
13-151-006	Rancho Santiago CCD	\$ 372,500	\$ 250,000	\$ 622,500
Retail/Hospitality/Tourism ‘Learn and Earn’				
13-151-009	El Camino CCD	\$ 372,500	\$ 250,000	\$ 622,500

(7) Workforce and Economic Development Division

Reason for Board Approval: Grants Exceed \$100,000
Funding Source: Grant (SB 1402 EWD)
Type of Agreement: Grant
Contractor or Grantee: See Below
Contract or Grant No: See Below
Term: June 20, 2014 – June 30, 2015
Total Project Length: Up to one year
Project Year: 2013-2014
Amount of Agreement: See Below
No. of Grants Awarded Three
Total Amount Awarded: \$680,800
Bid Process: Competitive Bid
No. of Proposals Recvd: Three
No. that Met Min. Score: Three
Readers: Three

Purpose: The purpose of the Industry Driven Regional Collaborative (IDRC) for economically distressed areas capacity building grants is to bolster community colleges to better meet the demand for new, innovative, and emerging growth sectors. These projects are catalysts or precursors for future vocational, career and technical education programs in the system. Programs and services provided through IDRC grants are strategic responses to the needs identified in-region. These IDRC grants for 2013-2014 are targeting colleges in economically distressed urban and rural areas. The only community college districts that were eligible to apply were those within counties with a per capita annual personal income below \$30,000 and a high unemployment rate.

Grant No.	Grantee (District/College)	Amount
13-327-004	Shasta-Tehama-Trinity Community College District	\$200,000
13-327-005	State Center Community College District	\$280,800
13-327-006	Imperial Community College District	\$200,000

(8) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Grant (AB 86 Adult Education Regional Planning)
Contractor or Grantee: Chabot-Las Positas Community College District
Contract or Grant No.: 13-182-001
Term: May 1, 2014 – June 30, 2015
Total Project Length: One Year
Amount of Agreement: \$2,500,000
Bid Process: Request for Applications
No. of Grants Awarded One

Total Amount Awarded:	\$2,500,000
Bid Process:	Competitive Bid
No. of Proposals Recvd:	Three
No. that Met Min. Score:	Three
Readers:	Three

Purpose: The purpose of the grant is to administer leadership activities for Assembly Bill 86 Adult Education Consortium Planning Grants, guided by the joint oversight partnership between the California Community Colleges Chancellor’s Office and the California Department of Education. One-time funds totaling up to \$2,500,000 from the California Community Colleges Chancellor’s Office Assembly Bill 86 funding is available for the continuation of leadership activities. These funds must be contracted with a community college district; therefore, the Chancellor’s Office has solicited districts that were qualified to serve as fiscal agents. The grantee will provide the leadership and coordination of all activities in regards to the facilitation, research and evaluation of the Adult Education regional planning including:

- Evaluate the effectiveness of the Assembly Bill 86 in achieving the specific program goals and objectives. Provide an analysis through an annual report. Evaluation should include specific conclusions about the strengths and weaknesses, as well as specific recommendations for strategies to improve the effectiveness. Additionally, the grantee will perform an analysis of available outcome accountability performance measures and data for program participants.
- Provide a forum for local regional leaders to share ideas and identify areas of common ground, reinforce the principle of shared leadership, and enhance the web of relationships across systems.
- Research best practices and secure experts to determine the options for accountability, assessment, data exchange/integration, and funding models.
- Advise on policy changes that will need to be made to implement any of the options.
- Analyze the gateways between systems (of members/partners) on how they assess and move students to their goal.
- Provide a framework for the Assembly Bill 86 Work Group to evaluate the seventy regional consortia plans and facilitate the generation of strategies to create high level recommendations for the formal report.
- Assist in the preparation of the final report for state policy makers.
- Provide quality assurance to ensure highest efficiency and accuracy of the contracting and payment process.
- Process mini-grants as identified by the Chancellor’s Office.

(9) Workforce and Economic Development Division

Reason for Board Approval:	Exceeds \$100,000
Type of Agreement:	Grant (SB 1070/Perkins 1B/SB1402)
Contractor or Grantee:	Butte-Glenn Community College District
Contract or Grant No.:	14-181-001
Term:	July 9, 2014 – June 30, 2015
Total Project Length:	Up to five years
Project Year:	Year One

Amount of Agreement:	\$700,000
Bid Process:	Request for Applications
No. of Grants Awarded:	One
Total Amount Awarded:	\$700,000
Bid Process:	Competitive Bid
No. of Proposals Recvd:	Three
No. That Met Min. Score:	Two
Readers:	Three

Purpose: The objectives of this grant will focus on data-related technical assistance in support of accountability, research, evaluation and toolkits for programs of the Workforce and Economic Development Division:

- Statewide accountability dashboard development, supporting the implementation and further development of the LaunchBoard (statewide CTE dashboard), as well as providing guidance on ways to better gather and integrate data on CTE/workforce success.
- Program evaluation of the effectiveness of the Doing What Matters for Jobs and the Economy framework in achieving the specific program goals and objectives, resulting in an annual report with specific conclusions and recommendations for strategies to improve effectiveness.
- System innovation and tool development to create new systems as well as improve existing systems, including but not limited to: mobile applications, system integration, usability testing, user interface development, programming, application development, quality control, and crowdsourcing of process development.
- Mini-grants process for small grants approved by the Chancellor’s Office for supporting communities of practice.
- The Research and Accountability Advisory Committee serves the Chancellor’s Office on federal and state workforce accountability measures directly related to CTE research and outcomes.
- Research projects.

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.