





The Board of Governors of the California Community Colleges

PRESENTED TO THE BOARD OF GOVERNORS
DATE: July 18-19, 2016

SUBJECT: Approval of Contracts and Grants		Item Number: 2.1	
		Attachment: No	
CATEGORY:	Executive	TYPE OF BOARD CONSIDERATION:	
Recommended By:	 Paul Feist, Vice Chancellor	Consent/Routine	
		First Reading	
Approved for Consideration:	 Erik Skinner, Interim Chancellor	Action	X
		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 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 approve entering into the contracts and grants described in the July 2016 agenda.

ANALYSIS: This item provides summaries of contracts and grants recommended for board approval. In addition, Standing Order Numbers 318 and 319 which govern board action on contracts and grants are included for reference. Below is an overview of the contracts and grants contained in this item:

- Item 1 consists of new basic skills grants, issued through a competitive process to coordinate remediation instruction and services between the California Community Colleges and California State University systems to better meet the needs of students and leverage resources between the two public higher education systems.
- Item 2 consists of new basic skills grants, issued through a competitive process to adopt or expand the use of evidence-based models of academic assessment, placement, remediation, and student support in order to accelerate the process underprepared students toward accomplishing educational and career goals.
- Item 3 is a basic skills grant, which is being amended to increase with additional funds.
- Item 4 is a purchase order for new copier leases for the agency.
- Item 5 is a purchase order for a new copier in Business Services.
- Item 6 is a purchase order for new computers for the Workforce and Economic Development Division.
- Item 7 is a purchase order for new computers for the agency.
- Item 8 is a renewal contract for a fiscal agent to provide technical assistance to the Chancellor's Office Student Serves CalWORKs program.
- Item 9 is a new contract for hotel services for the Student Senate Fall 2016 General Assembly.
- Item 10 is a renewal contract for a fiscal agent to provide technical assistance to the Student Success and Support Programs.
- Item 11 is a revised item from the May 2016 meeting. Per trailer bill AB 1602, this grant is being increased with an additional \$20,000,000.00.
- Item 12 is a new grant, issued originally through a competitive process, for a fiscal agent to assist the Workforce Economic and Development's Doing What Matters for Jobs and the Economy program.
- Item 13 is an Interagency Agreement with Department of Education for the Adult Education Block Grant.

- Item 14 is an augmentation of an existing grant for regional coordination of the Career Advancement Academies.
- Item 15 is a new grant, issued through a competitive process, for a regional fiscal agent to house the technical assistance provider for Centers of Excellence for Labor Market Research (CoE).
- Item 16 is a grant that is being augmented and amended to extend the term for the district to maintain the CACareerCafe.com website.
- Item 17 is a renewal grant, issued originally through a competitive process, to support technical assistance for the Workforce and Economic Development division.
- Item 18 is a new grant, issued through a competitive process, for the Bay Area deputy sector navigator grant in Information Communication Technologies/Digital Media.
- Item 19 is an Interagency Agreement with the Small Business Administration for the State Trade and Export Promotion (STEP) Program.
- Item 20 is a new contract for an Inter-Jurisdictional Exchange with Pasadena Area CCD to assist in the implementation of the Strong Workforce Program.
- Item 21 is a new contract for an Inter-Jurisdictional Exchange with Long Beach CCD to assist in the implementation of the Strong Workforce Program.

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

(1) Academic Affairs Division

Reason for Board Approval:	Grants exceed \$100,000
Type of Agreement:	Grant (Academic Affairs/Prop 98 General Funds/outgoing funds)
Total Amount Available under RFA:	\$10,000,000
Total Number of Awards under RFA:	5
Total Amount Awarded under RFA:	\$10 Million to 5 grant selectees
Contractor or Grantee:	(See below)
Contract or Grant No.:	(See below)
Term:	July 19, 2016 – June 30, 2017
Total Project Length:	Up to two (2) years
Project Year:	FY 16/17 is year one of two (1 of 2)
Amount of Agreement:	(See below)
Bid Process:	Competitive

No. of Proposals Received: 7
No. That Met Min. Score: 5
Readers: 6 external, 1 internal

Purpose: This grant provides funding competitively selected colleges for use to efficient and effective methods of coordinating remediation instruction and services between the CCC and CSU systems to better meet the needs of students and leverage resources between the two public higher education systems to serve the needs of these students. This is to be achieved through the implementation of partnerships between community college districts (or multiple districts in consortium) and at least one CSU campus.

Projected Funding for Subsequent Years: Allocation funding will be distributed 40% at the start of year one, 40% at the end of year of year one, and 20% in year two, beginning with FY 16/17.

Grant No.	Grantee (District/College)	Amount
15-069-001	Grossmont-Cuyamaca CCD/Cuyamaca College	\$2,000,000
15-069-002	Glendale CCD/ Glendale College	\$1,977,444
15-069-003	Ohlone CCD/ Ohlone College	\$1,999,999
15-069-004	Rio Hondo CCD/ Rio Hondo College	\$1,998,605
15-069-005	Sierra Joint CCD/ Sierra College	\$2,000,000

(2) Academic Affairs Division

Reason for Board Approval: Grants exceed \$100,000
Type of Agreement: Grant (Academic Affairs/Prop 98 General Funds/outgoing funds)
Total Amount Available under RFA: Determined by sum of rank ordered individual allocations
Total Number of Awards under RFA: \$30 Million to 21 grant selectees
Contractor or Grantee: (See below)
Contract or Grant No.: (See below)
Term: July 19, 2016 – June 30, 2017
Total Project Length: Up to three (3) years
Project Year: FY 16/17 is year one of three (1 of 3)
Amount of Agreement: (See below)
Bid Process: Competitive
No. of Proposals Received: 85
No. That Met Min. Score: 64
Readers: 17 external, 6 internal

Purpose: This grant provides funding competitively selected colleges for use to adopt or expand the use of evidence-based models of academic assessment, placement, remediation, and student support in order to accelerate the process underprepared students toward accomplishing educational and career goals.

Projected Funding for Subsequent Years: Allocation funding will be distributed 40% in year one, 40% in year two, and 20% in year three, beginning with FY 16/17

Grant No.	Grantee (District/College)	Amount
15-068-044	Kern CCD/Bakersfield College	\$1,500,000
15-068-045	Peralta CCD/Berkeley City College	\$1,495,932
15-068-046	Chabot-Las Positas CCD/Chabot College	\$1,067,773
15-068-047	Citrus CCD/Citrus College	\$1,297,317
15-068-048	State Center CCD/Clovis Community College	\$1,500,000
15-068-049	Peralta CCD/College of Alameda	\$1,498,471
15-068-050	Sequoias CCD/College of the Sequoias	\$1,499,926
15-068-051	Siskiyou CCD/College of the Siskiyou	\$1,287,376
15-068-052	Contra Costa CCD/Contra Costa College	\$ 618,498
15-068-053	North Orange County CCD/Cypress College	\$1,499,353
15-068-054	Foothill-DeAnza CCD/DeAnza College	\$1,348,112
15-068-055	Los Angeles CCD/East Los Angeles College	\$1,490,349
15-068-056	State Center CCD/Fresno City College	\$1,500,000
15-068-057	Gavilan CCD/Gavilan College	\$1,497,600
15-068-058	Glendale CCD/Gavilan College	\$1,496,495
15-068-059	Chabot-Las Positas CCD/Los Pasitas College	\$1,496,495
15-068-060	Contra Costa CCD/Los Medanox College	\$1,500,000

15-068-061	MiraCosta CCD/MiraCosta Colelge	\$1,494,752
15-068-062	Rio Hondo CCD/ Rio Hondo College	\$1,497,293
15-068-063	San Diego CCD/ Miramar College	\$1,386,876
15-068-064	West Valley-Mission CCD/ West Valley College	\$ 805,279

(3) Academic Affairs Division

Reason for Board Approval: Grants exceed \$100,000
Contractor or Grantee: Mt. San Antonio CCD
Contract or Grant No.: 15-068-024
Term: July 1, 2016 – June 30, 2017
Total Project Length: 12 Months (up to 2 additional renewals)
Project Year: Year 1 of 3
Amount of Agreement: Original amount: \$1,289,691
Am. 1 amount: \$ 140,899
Total amount: \$1,430,590
Bid Process: Competitive

Purpose: This grant provides funding competitively selected colleges for use to adopt or expand the use of evidence-based models of academic assessment, placement, remediation, and student support in order to accelerate the process underprepared students toward accomplishing educational and career goals.

Projected Funding for Subsequent Years: Allocation funding will be distributed 40% in year one, 40% in year two, and 20% in year three, beginning with FY 16/17

(4) Internal Operations Division

Reason for Board Approval: Purchase Order total exceeds \$100,000
Type of Agreement: Purchase Order (Internal Ops/Outgoing funds)
Vendor: Smile Business Products
Purchase Order No.: Pending
Term: July 1, 2016 – July 1, 2020
Total Project Length: Up to 5 years
Amount of Agreement: Up to \$250,000
Purpose: The remaining Xerox copier's leases have expired and need to be replaced.

(5) Internal Operations Division

Reason for Board Approval: Purchase Order total exceeds \$100,000
Type of Agreement: Purchase Order (Internal Ops/Outgoing funds)
Vendor: Xerox Corporation
Purchase Order No.: Pending
Term: July 1, 2016 – July 1, 2020
Total Project Length: Up to 5 years
Amount of Agreement: Up to \$150,000

Purpose: The current Xerox copier in the Business Services Office is outdated and this new copier will save the Chancellor's Office money over the next 5 years.

(6) Technology, Research, and Information Systems Division

Reason for Board Approval: Purchase Order exceeds \$100,000
Type of Agreement: Purchase (MIS/Outgoing funds)
Vendor: Capital Datacorp
Purchase Order No.: PO 16-005
Amount of Agreement: Up to \$125,000.00
Term: N/A
Total Project Length: N/A

Purpose: The Chancellor's Office Workforce and Economic Development Division computer equipment has reached end of lifecycle and needs to be replaced. The equipment, which was purchased over 7 years ago, creates a bottleneck in computing resources available and limits employee efficiency. Additionally, the Information Technology department has limited resources available to trouble shoot equipment issues due to expired warranties and end-of-life computer components. The replacement of computer equipment will allow for the following:

- Increase employee productivity by having modern computing equipment.
- Decrease overhead for IT staff to support the equipment.
- Utilize modern secure technologies such as encryption to safeguard the Chancellor's Office information assets.

(7) Technology, Research, and Information Systems Division

Reason for Board Approval: Purchase Order exceeds \$100,000
Type of Agreement: Purchase (MIS/Outgoing funds)
Vendor: Capital Datacorp
Purchase Order No.: PO 16-004
Amount of Agreement: Up to \$500,000.00
Term: N/A
Total Project Length: N/A

Purpose: The Chancellor's Office computer equipment has reached end of lifecycle and needs to be replaced. The equipment, which was purchased over 7 years ago, creates a bottleneck in computing resources available and limits employee efficiency. Additionally, the Information Technology department has limited resources available to trouble shoot equipment issues due to expired warranties and end-of-life computer components. The replacement of computer equipment will allow for the following:

- Increase employee productivity by having modern computing equipment.
- Decrease overhead for IT staff to support the equipment.
- Utilize modern secure technologies such as encryption to safeguard the Chancellor's Office information assets.

(8) Student Services Division

Reason for Board Approval: Contract total exceeds \$100,000

Type of Agreement: Contract (Student Services/CalWORKs/Outgoing funds)
Contractor or Grantee: Riverside CCD
Contract No.: C16-0031
Term: July 1, 2016 – October 31, 2017
Amount of Agreement: \$150,000
Total Project Length: One year (annual renewals)
Bid Process: Competitive
Purpose: To continue a CalWORKs set-aside to fund system wide CalWORKs related technical assistance.

(9) Student Services Division

Reason for Board Approval: Contract total exceeds \$100,000
Type of Agreement: Contract (Student Services/Hotel services/outgoing funds)
Contractor or Grantee: Lions Gate Hotel and Conference Center
Contract No.: C16-0007
Term: November 10, 2016 – November 14, 2016
Amount of Agreement: \$175,000
Purpose: Student Senate for California Community Colleges Fall 2016 General Assembly.

(10) Student Services Division

Reason for Board Approval: Contract total exceeds \$100,000
Type of Agreement: Contract (Student Services/Student Success and Support Programs/outgoing funds)
Contractor or Grantee: Riverside CCD
Contract No.: C16-0043
Term: July 1, 2016 – October 31, 2017.
Amount of Agreement: \$3,000,000
Total Project Length: 16 months (annual renewals)
Purpose: Subsection (d) of section 78216 of the California Education Code authorizes the Board of Governors to designate up to five percent of the funds appropriated for matriculation programs, now known as the Student Success and Support Program, by the annual Budget Act for administrative support of Student Success and Support Program and Student Equity Programs operated by districts. The contract will allow the contractor to: 1) Provide services as the fiscal agent for the Student Success and Support Program; 2) be responsible for payments of travel claims, consultant invoices, and facility invoices to conduct evaluation activities, training, and communication; and 3) process reconciliation of expenditures for the Student Success and Support Programs and Student Equity programs.

(11) Technology, Research and Information Systems Division

Reason for Board Approval: Grant total exceeds \$100,000
Type of Agreement: Grant (Telecommunication/ Online Education Initiative/Outgoing funds)

Funding Source: Expanding the Delivery of Courses through Technology
Grantee: Foothill-De Anza Community College District
Grant No.: 16-082-001
Term: July 1, 2016 – June 30, 2017
Total Project Length: 12 months,
Project Year: Fourth Year
Amount of Agreement: Not to exceed \$30,000,000
Bid Process: Originally through competitive bid

Purpose: This initiative will expand the California Virtual Campus (CVC) which is a catalog of online courses from accredited colleges in California. This RFA will establish an online course exchange (Exchange) in the CVC for California Community College (CCC) students. The program is designed to increase the number of college associate degree graduates and transfers to four-year colleges and improve the retention and success of students enrolled in online courses offered through the Exchange. An earlier version of this item was approved at the May 16th BOG meeting for a lesser dollar amount and this item has been revised to reflect an additional \$20 million augmentation included in the 2016-17 Education Trailer bill 1602 signed by the Governor on June 27th.

The Online Education Initiative is a program that will enable students from any participating college to enroll in and complete a course from another participating college and easily apply that course towards completion of a degree at their home college. The Online Education Initiative will allow students to find, register and complete courses at any California Community College participating in the initiative. It will also include student support services to address retention and faculty support for course development and conversion. The goal is to increase access to open courses from across the state to provide students with opportunities to faster degree completion.

Program Responsibilities:

- Act as the fiscal agent for the initiative.
- Work closely with the Chancellor's Office and Advisory and Steering Committees to guide the initiative toward the successful completion of objectives.
- Establish effective consortium agreements, student support, professional development and technology solutions.
- Ensure the initiative is integrated into all phases of new and existing statewide projects.
- Perform project management activities for the online education system and its components collaborate with the California Community College Technology Center (CCCTC) which is responsible for developing technical standards for statewide projects.
- Collaborate with: @One for professional development, 3CMedia and CCConfer for video, phone and web-based conferencing.
- Expand the usage of the online education system and ensure it continues to provide benefit to the California Community Colleges.
- Increase inventory or available online courses:

- Accelerate professional development to increase number of qualified online teachers
- Develop full-set of example courses which can be quickly adapted and implemented by colleges to meet students' needs
- Accelerate the development of ADA accessibility solutions across the state
- Improve access to online course offerings across the system:
 - Accelerate the development of the online course exchange enrollment processes across colleges
 - Accelerate implementation of online course exchange mechanism by providing human resource assistance and funding to technology departments at the college level
 - Provide common course management infrastructure which impacts not just online classes but all classes to allow for cross-system data analysis.
- Improve success and retention in current online offerings and provide required resources to support accreditation compliance:
 - Increase alignment of courses to quality standards through instructional design support and course review
 - Accelerate the development equity resources and planning efforts to successfully engage underserved students in online learning opportunities.
 - Accelerate the development of discipline specific communities of practice using the CCMS and the Professional Learning Network (PLN)

(12) Workforce and Economic Development Division

Reason for Board Approval:	Grant Total Exceeds \$100,000
RFA Specification No.:	16-203
RFA Specification Title:	Fiscal Agent for INNOVATIONMAKER3 and STEM/STEAM Workforce Development
Type of Agreement:	Grant (WEDD/SB1402 EWD/ SB858/Perkins 1B/Outgoing Funds)
Grantee:	Sierra Joint CCD
Grant No.:	16-203-001
Term:	July 19, 2016 — May 31, 2019
Total Project Length:	36-Month
Project Year:	Year One of Three
Amount of Agreement:	Up to \$17,000,000
No. of Grants Awarded:	1
Total Amount Awarded:	Up to \$17,000,000
Bid Process:	Competitive Bid
No. of Proposals Received:	4
No. that Met Min. Score:	4
Readers:	3

Purpose: The California Community Colleges, Chancellor’s Office under *Doing What Matters for Jobs and the Economy* framework recognizes the importance of STEM/STEAM – Science, Technology, Engineering, (Arts) and Math, to the creative economies of the state. INNOVATIONMAKER3 will inform how community colleges can better connect into the Maker movement to complement the student learning environment in ways that foster the 4Cs – critical thinking, creativity, collaboration and communications – in demand by California’s regions. Community colleges can use the establishment of a Makerspace as a means to position themselves as a key stakeholder in their region’s innovation economy.

The Chancellor’s Office in partnership with the California Council for Science and Technology conducted three symposium events in June throughout the state that were designed to build the network of colleges, and to provide professional development for creating and implementing a makerspace. Thirty-six colleges from all seven regions in the state attended the symposium series to become eligible for mini-grant funding.

INNOVATIONMAKER3 will achieve the following:

1. Work-based learning component consisting of paid internships;
2. CTE and STEM/STEAM faculty integration over teaching and learning strategies;
3. Community-based learning model that mirrors the need in the local economy;
4. Opportunity for greater industry and business partnership development;
5. Evaluation of common metrics for workforce development.

(13) Workforce and Economic Development Division

Reason for Board Approval: Contract Total Exceeds \$100,000
Type of Agreement: Contract (Interagency Agreement) (Adult Education Block Grant; Assembly Bill 104)
Contractor: California Department of Education
Contract No.: C16-0036
Term: July 1, 2016 — June 30, 2018
Total Project Length: Two years
Amount of Agreement: \$366,847,314

Purpose: Assembly Bill (AB) 104, Section 39 (Chapter 13, Statutes of 2015) established the Adult Education Block Grant under the administration of the California Community Colleges Chancellor's Office and the State Department of Education. The Governor's Budget appropriated \$500 million in funding for this program. The Adult Education Block Grant legislation specifies that funds allocated to consortia, where the fund administrators are K-12 districts or County Offices of Education shall be distributed by the California Department of Education. The California Community Colleges Chancellor’s Office will transfer these funds to the California Department of Education through an interagency agreement. The remaining funds will be distributed by the Chancellor’s Office to community college districts that are fund administrators of the consortia.

(14) Workforce and Economic Development Division

Reason for Board Approval: Total Exceeds \$100,000
Type of Agreement: Grant (WEDD/Senate Bill 858 (Formerly Senate Bill 1070)/Outgoing Funds

Contractor or Grantee: San Mateo CCD
Contract or Grant No: 13-391-001
Term: July 1, 2016 – June 30, 2018
Total Project Length: Up to 5 Years
Project Year: Year Five
Amount: Original Amount: \$1,000,000
 Am. 1 Amount: \$ 450,000
 Total Amount: \$1,450,000

Bid Process: Originally awarded through competitive bid

Purpose: The purpose of this grant is to fund San Mateo Community College district to regionally scale The Career Advancement Academies. The Career Advancement Academies establish pipelines to college and high-wage careers for low-income young adults who face academic and personal barriers to post-secondary education and employment. The Career Advancement Academies increase foundational skills in reading, writing and math while enrolling students in career technical training programs that lead to careers or higher education opportunities in high-demand career technical education industry sectors and prepare students to advance California’s economic growth and global competitiveness. The objectives of Career Advancement Academies Phase IV investment will be to build regional capacity and support the sustainability and institutionalization of successful practices.

(15) Workforce and Economic Development Division

Reason for Board Approval: Grant Total Exceeds \$100,000
RFA Specification No.: 16-204
RFA Specification Title: Technical Assistance Provider: Centers of Excellence for Labor Market Research South-Central Coast Region Only
Type of Agreement: Grant (WEDD/SB1402 EWD/ Outgoing Funds)
Grantee: Ventura County CCD
Grant No.: 16-204-001
Term: July 19, 2016 — June 30, 2017
Total Project Length: 12-Month
Project Year: Year One
Amount of Agreement: \$200,000
No. of Grants Awarded: 1
Total Amount Awarded: Up to \$200,000
Bid Process: Competitive Bid
No. of Proposals Received: 2
No. that Met Min. Score: 2
Readers: 3

Purpose: The purpose of the Technical Assistance Provider: Centers of Excellence for Labor Market Research (CoE), South-Central Coast Region only, is to fund a full-time Director with the regional Center for Excellence, who serve the state’s community colleges by providing data and research support for labor market analysis, demand and supply information, program development tools,

environmental scans, and customized reports that inform the board and community of local colleges. The grant identifies a regional fiscal agent to house the technical assistance provider.

(16) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Grant (WEDD/ Senate Bill 858 (Formerly Senate Bill 1070)/Outgoing Funds)
Contractor or Grantee: South Orange County Community College District
Contract or Grant No.: 13-034-001
Term: Original: Feb. 1, 2014 – June 30, 2015
Am. 1: Feb. 1, 2014 – Dec. 31, 2015
Am. 2: Feb. 1, 2014 – June 30, 2016
Am. 3: Feb. 1, 2014 – Dec. 31, 2016
Total Project Length: 35 months
Amount of Agreement: Original Amount: \$200,000
Am. 1 Amount: \$238,000
Am. 2 Amount: \$140,000
Am. 3 Amount: \$158,080
Total Amount: \$736,080

Bid Process: Originally awarded through Competitive Bid
Purpose: This grant augmentation and extension will allow South Orange County Community College District to maintain the CACareerCafe.com website for an additional six months during the development and implementation of the Employment Planning Initiative (EPI) grant, which includes “MyPath” the Statewide Student Services Portal. Currently, CACareerCafe.com website is the virtual career center for California community college students and counselors and provides on-demand technical assistance to students and professionals. The grant also funds the development and distribution of information and resources for faculty, staff and, career professionals.

(17) Workforce and Economic Development Division

Reason for Board Approval: Exceeds \$100,000
Type of Agreement: Grant (WEDD/SB1402, Carl D. Perkins Title 1B, Senate Bill 858 (Formally Senate Bill 1070)/Outgoing Funds)
Contractor or Grantee: Santa Clarita CCD/College of the Canyons
Contract or Grant No.: 16-190-001
Term: July 1, 2016 – June 30, 2017
Total Project Length: Up to 5 years
Project Year: Year two of five
Amount of Agreement: \$1,200,000
Bid Process: Originally awarded through competitive bid

Purpose: The grant supports a technical assistance provider to serve as a single point of contact for the Chancellor’s Office on logistical matters necessary for an efficient coordination of for the Workforce and Economic Development division, including the economic and workforce development program, career technical education program, and pathways programs. Services include support for communications, meeting facilitation, performance coaching, and technical

assistance. Additionally funds provide professional development procured through the California Community College Association of Occupational Education (CCCAOE) organization. The technical assistance provider supports the onboarding of new key talents and grantees by instructing orienting them to on-boarding materials, assigning them to a learning community, and ensuring the person is productive in the basic navigation of collaboration tools and the system.

(18) Workforce and Economic Development Division

Reason for Board Approval: Grant Total Exceeds \$100,000
RFA Specification No.: 16-158
RFA Specification Title: Fiscal Agent for Deputy Sector Navigator Grant - Bay Area Economic Region Only, Sector Information & Communication Technologies (ICT/Digital Media) Grant (WEDD/SB1402/SB858 Outgoing Funds)
Type of Agreement: Contra Costa CCD
Grantee: Contra Costa CCD
Grant No.: 16-158-013
Term: August 1, 2016 — June 30, 2017
Total Project Length: Up to 5 years with yearly renewals
Project Year: Year One of Five
Amount of Agreement: Up to \$200,000
No. of Grants Awarded: 1
Bid Process: Competitive Bid
No. of Proposals Received: 1
No. that Met Min. Score: 1
Readers: 3

Purpose: To fund a deputy sector navigator grants in Information Communication Technologies/Digital Media for the Bay Area fund regional sector experts to develop effective sector partnerships with employers, regional consortium, community colleges, high schools, workforce investment boards, and other regional organizations to ensure a skilled workforce in support of the regional economy and industry sector. The grantee 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 as well as program alignment. Additionally, the deputy sector navigator will collaborate with regional partners and all sector navigators for the priority and emergent sectors in the Bay Area to offer contract education, credit, and non-credit training. Lastly, it was a Chancellor’s Office requirement that the fiscal agent for of the grantee be one of the districts within the Bay Area region.

(19) Workforce and Economic Development Division

Reason for Board Approval: Interagency Agreement exceeds \$100,000
Type of Agreement: Interagency Agreement (WEDD/State Trade and Export Promotion Program/Incoming Funds)
Agency: Small Business Administration
 Office of Grants Management
Agreement No.: 16-REC-06
Term: October 1, 2016 — September 29, 2017
Total Project Length: One Year

Amount of Agreement: \$844,214

Purpose: The purpose of this agreement from the federal Small Business Administration is to implement the State Trade and Export Promotion (STEP) Program. The STEP Program is a national initiative to provide funding to assist small businesses to enter and succeed in the international marketplace. The Governor designated the California Community Colleges Chancellor's Office to apply as lead state agency for this grant in coordination with the Governor's Office of Business and Economic Development, the California Department of Food and Agriculture, the Los Angeles Area Chamber of Commerce, the Port of Los Angeles, federal agencies and industry associations to support small business exporting under the STEP Program. This grant will provide services to include: export education training programs, export preparation, and the facilitation of eligible small businesses to participate in events to connect them with potential buyers. The grant project plan is to serve 240 small businesses throughout the state and support \$44 million in exports. Exports are a major driver of economic growth and job development for the state. The Chancellor's Office previously received STEP project funds from 2011-2015.

(20) Workforce and Economic Development Division

Reason for Board Approval: Contract exceeds \$50,000
Type of Agreement: Contract (Interjurisdictional Exchange/Outgoing Funds)
Contractor or Grantee: Long Beach CCD
Contract or Grant No.: C16-0072
Term: July 19, 2016 – June 30, 2017
Total Project Length: 11.5 months
Amount of Agreement: Up to \$150,972
Bid Process: N/A

Purpose: To fill a highly specialized position using an IJE to oversee the implementation of the Strong Workforce Program. This position requires the provision of leadership and technical assistance to all 113 colleges and 72 districts. It also involves working with college Administration. The IJE bring field expertise and capacity to serve the colleges. The duties will include consultation, leadership, facilitation and technical assistance in the design, coordination, execution, continuous improvement and evaluation of activities and functions related to the implementation of the Strong Workforce recommendations.

(21) Workforce and Economic Development Division

Reason for Board Approval: Contract exceeds \$50,000
Type of Agreement: Contract (Interjurisdictional Exchange/Outgoing Funds)
Contractor or Grantee: Pasadena CCD
Contract or Grant No.: C16-0073
Term: July 19, 2016 – June 30, 2017

Total Project Length: 11.5 months
Amount of Agreement: Amount: \$150,972
Bid Process: N/A

Purpose: To fill a highly specialized position using an IJE to oversee the implementation of the Strong Workforce Program. This position requires the provision of leadership and technical assistance to all 113 colleges and 72 districts. The IJE bring field expertise and capacity to serve the colleges. The duties will include consultation, leadership, facilitation and technical assistance in the design, coordination, execution, continuous improvement and evaluation of activities and functions related to the implementation of the Strong Workforce recommendations.

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.