

CHANCELLOR'S OFFICE  
CALIFORNIA COMMUNITY COLLEGES  
INSTITUTIONAL EFFECTIVENESS DIVISION

**PART ONE OF A TWO-PART  
REQUEST FOR APPLICATIONS (RFA)  
RFA# 17-020**

**LETTER OF INTEREST**

**for**

**FISCAL AGENT FOR IEPI-SPONSORED WORKSHOPS AND  
TRAININGS TO CALIFORNIA COMMUNITY COLLEGE PERSONNEL  
TO PROMOTE STUDENT SUCCESS AND SUPPORT STATEWIDE  
PRIORITIES**

**(IEPI SPECIALIZED TRAINING)**



**PART ONE: LETTER OF INTEREST**

The purpose of Part One is to determine which districts are interested in participating in a competitive application process (i.e., RFA# 17-020) for a multi-year grant award of approximately \$20,000,000 per year or up to the final amount specified in State Budget Act, to serve as the fiscal agent for Institutional Effectiveness Partnership Initiative (IEPI) sponsored specialized training. The final grant award dollar amount will be approved by the Board of Governors at a later date. Certifications of Intent to Participate (Pages 6-7 of this document) are due by **5:00 p.m., Monday February 6, 2017**. If the Chancellor's Office does not receive more than one applicant under Part One of this Request for Applications (RFA), it reserves the right to award the grant to the single applicant if the

applicant meets all the qualifications required under the “Statement of Qualifications” (see Certification of Intent to Participate), or the Chancellor’s Office may conduct a standard competitive process for the award of the grant through a full RFA process if none of the applicants meet the desired qualifications.

## **PART TWO: ACTUAL RFA PROCESS**

If more than one district submits a signed Certificate of Intent to Participate by the deadline established above, the Chancellor’s Office will conduct a standard competitive process for the award of the above-noted grant. The participants in Part Two of this process **will be limited to the community college districts that respond in the requested manner to Part One**. A full RFA packet, including instructions, forms and a deadline to submit would be sent **only to the responding districts**, at a later date.

### **Project Duration**

The grant, which would be awarded upon completion of the RFA process and executed prior to July 1, 2017, will be awarded for up to a five-year period, with the specific terms of a one (1) year grant with four (4) annual renewals, for a total of five (5) years. The grant is renewable, based on satisfactory performance and the availability of funds, each year for up to four additional years after the initial grant year.

The grant recipient will be required to complete quarterly progress reports during each year and an annual final report in a format specified by the Chancellor’s Office. Additional reports and data must be provided, when requested by the Chancellor’s Office, for monitoring and planning purposes. Unless otherwise directed by the Board of Governors, the grant will be competitively bid among the districts during the final year of this multiple-year award. It is also expected that subsequent grant awards will be for up to five years.

### **Purposes/Uses of the Funds**

The Chancellor’s Office of the California Community Colleges is requesting applications from community college districts to serve as the fiscal agent for IEPI-sponsored efforts to identify, develop and disseminate effective professional,

administrative, and educational practices across the system. The goal of these efforts is to improve student achievement and community college operations, and provide system leadership training to better coordinate planning and implementation of statewide initiatives.

**Project Background and Need:**

The 2014-15 California Budget Act (Chapter 25, Statutes of 2014) authorized the chancellor of the California Community Colleges to use up to \$2.5 million (Proposition 98 General Fund) to provide technical assistance to districts. At its November 2014 meeting, the Board of Governors awarded a \$2.5 million grant to Santa Clarita Community College District (SCCCD). The Chancellor’s Office and SCCC, in turn, partnered with the Statewide Academic Senate, Foothill College, and the Success Center for California Community Colleges to officially launch the IEPI. The primary goal of IEPI is to help colleges and districts improve their fiscal and operational effectiveness and promote student success, while reducing accreditation sanctions and audit findings.

The 2015-16 state budget included \$17.5 million for IEPI, which included \$5.5 million for Year Two of the SCCC grant and \$12 million to expand on another key component of IEPI, which was to provide specialized training opportunities to help colleges and districts achieve their institutional effectiveness goals and increase the percentage of students who successfully complete their educational objectives. As a result, after a competitive Request for Proposals (RFP) process, a one-year contract, with the possibility of an additional one-year renewal, was awarded to Chabot-Las Positas Community College District to serve as the fiscal agent for IEPI sponsored specialized training.

In 2016-17, a one-year renewal of the Chancellor’s Office’s contract with Chabot-Las Positas Community College District has been approved for \$20 million, which authorizes the district to continue to serve in this fiscal agent role.

There is an expected budget of \$20,000,000 in 2017-08 state funds for these continued, ongoing activities. The Chancellor’s Office’s Institutional Effectiveness division anticipates the continuing need for a partner community college district to serve in the role of fiscal agent in 2017-18, in order to help support the specialized training component of IEPI.

## **Objectives:**

The objectives of these funds will be:

1. To provide regional, statewide and online workshops, trainings, summits, and conference sessions for community college personnel to promote statewide priorities, including, but not limited to: strategies to improve student achievement; strategies to improve community college operations; and system leadership training to better coordinate planning, implementation, and outcomes of statewide initiatives.
2. To the extent possible, to partner with existing statewide initiatives with proven results of improving student success and institutional effectiveness.
3. To coordinate with community college districts and existing IEPI partners to develop and disseminate effective practices through the enhancement, support and ongoing maintenance of the Professional Learning Network.
4. To provide additional support to activities addressing statewide priorities such as the development of educational programs or courses for incarcerated adults, as well as the development of educational programs or courses for California Conservation Corps members, and other emerging issues and effective practices.

## **Activities:**

The minimum required activities of the Grantee to achieve the objectives will include hiring or designating a project manager who will, under the direction and approval of the Institutional Effectiveness division of the Chancellor's Office:

- A. Draft scope of work language; negotiate work plans, deliverables and budgets; and enter into subgrant agreements in accordance with local district board policies:
  - With selected sub-grantees who are deemed necessary to

- carry out the above-referenced objectives;
- With a sub-grantee to evaluate the strategies and delivery methods used to meet those objectives in terms of their effectiveness, and to provide feedback for continuous program improvement;
- With sub-grantees to provide for IEPI event coordination and audio/visual services; and
- With a sub-grantee to support and expand IEPI's communication and outreach efforts.

- B. Participate in regular and relevant IEPI meetings related to the objectives noted above as determined by the Chancellor's Office.
- C. Monitor sub-grantee performance to ensure it is conducted in accordance with agreed upon deliverables and budget.
- D. Conduct a detailed review of all invoices prior to Chancellor's Office approval for district payment.
- E. Serve as the district's lead contact for fiscal agent responsibilities, including subgrant execution and invoice processing, payment and detailed reporting to the Chancellor's Office.

**Funding:**

Funding would begin on or after July 1, 2017.

**Certification of Intent to Participate:**

Please complete, sign and return the following two pages, along with a Statement of Qualifications by the deadline established, **5:00 PM PST, Monday February 6, 2017.**

**Certification of Intent to Participate  
in a Competitive Application Process for the  
for the California Community Colleges**

I hereby certify that the \_\_\_\_\_ Community College District, in support of \_\_\_\_\_ College as the proposed project administrator, intends to be an applicant in the competitive application process (i.e., Request for Application, "RFA") to select a fiscal agent for the California Community Colleges IEPI Specialized Training and Regional Workshops. Grant responsibilities will begin upon completion of the Request for Applications (RFA) and final award process, and would have an expected project duration of up to five (5) years.

Statement of Qualifications

1) Please attach a brief written summary (one page or less) of your district's administrative qualifications and experience in each of the following areas:

- Service as a fiscal agent and/or fiscal management of contracts or grants for a project of this scope (as described in the Letter of Interest) and for amounts up to \$20,000,000 per year.
- Management and payment of a high volume of subgrants or subcontracts.
- Rapid start up and implementation of a fiscal agent process.

2) Please describe your process for administering contracts and/or grants with multiple project stakeholders.

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

I understand that the RFA will be limited to the districts/colleges that certify this form with the required signatures and return it to the Chancellor's Office by no later than **5:00 PM on Monday, February 6, 2017**. I also understand that if only one qualified district/college submits this certification, that entity may be awarded the grant without any further competitive process.

The following District and College staff members must sign this form:

\_\_\_\_\_  
District/College Chief Executive Officer (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
District/College Chief Executive Officer (printed)

\_\_\_\_\_  
District/College Chief Business Officer (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
District/College Chief Business Officer (printed)

**District Contact:**

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Phone Number

**Return this form to:**

CCC Chancellor's Office  
Attn: Scott Valverde  
Specialist, Institutional Effectiveness  
1102 "Q" Street, 6<sup>th</sup> Floor  
Sacramento, CA 95811-6539  
svalverde@cccco.edu  
(916) 327-5897

**The original copy of the signed certification form and the Statement of Qualifications must be received by the Chancellor's Office by no later than 5:00pm on Monday, February 6, 2017.**