REQUEST FOR PROPOSALS

Training and Technical Assistance Services: California Community Colleges
Student Mental Health Program

Issued in partnership by the

California Community College Chancellor’s Office
and the
Foundation for California Community Colleges

RFP #: 12-001

Release Date: January 24, 2012

Filing Deadline: 4:00 p.m., Friday, February 24, 2012

Filing Address: Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, California 95811
Attention: CCC Student Mental Health Program Office

Contact: California Community Colleges Student Mental Health Program Office

Email: SMHP@foundationccc.org
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**Key Action Dates**

Listed below are important action dates regarding this Request for Proposals (RFP). If changes to dates are found to be necessary up to the “Proposal Submission” deadline, this will be accomplished by addendum and published on the [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth). Dates related to proposal review, award notice, contract execution and implementation of services are projected dates and may change without formal notice.

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<td>Release of RFP (download from <a href="http://www.cccco.edu/mentalhealth">www.cccco.edu/mentalhealth</a>)</td>
<td>January 24, 2012</td>
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<td>“Letter of Intent to Apply” form due</td>
<td>February 3, 2012 at 4:00 p.m., P.S.T.</td>
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NOTICE REQUESTING PROPOSALS

NOTICE IS HEREBY GIVEN that the Foundation for California Community Colleges (FCCC), acting as a Public Agency, will receive up to, but not later than 4:00 pm on Friday, the 24th day of February, 2012, qualified proposals for the Training and Technical Assistance Services: California Community Colleges Student Mental Health Program, RFP #12-001.

Where to Obtain RFP Documents and Review Amendments
Copies of the RFP documents may be downloaded from the California Community Colleges Chancellor’s Office (CCCO) web page: www.cccco.edu/mentalhealth. Any amendments will also be posted on this web page.

Submission of Proposals

1. Each respondent shall submit five (5) identical paper copies and one (1) electronic copy (PDF format) of the proposal on a USB “flash drive” memory storage device.

2. The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures in blue ink as necessary and must be signed by a person authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.

3. Marketing literature shall not be included in the body of the proposal, but may be included as an addendum in the appendices of the proposal.

4. The envelope containing the copies of the proposal shall have the respondent’s company/organization name and address along with the RFP number on the outside of the envelope. The respondent is solely responsible for ensuring that the proposal is received by the submission deadline referenced above and at the address specified. Postmarks will not be honored. Proposals may be hand delivered or sent by U.S. Mail or common carrier to the following address only:

   The Foundation for California Community Colleges
   1102 Q Street, Suite 3500
   Sacramento, CA 95811
   Attn: CCC Student Mental Health Program Office

5. The FCCC will not provide a receipt of delivery. If you would like documentation of receipt, send the application certified/registered U.S. mail or utilize an overnight service that provides tracking. If hand delivering the application, request that the receptionist receiving the application in the FCCC’s office sign and date stamp your copy of the proposal.

6. Proposals which are submitted after the deadline shall be rejected and returned unopened. The FCCC will not accept any proposals submitted via facsimile or electronic mail transmission.
Each proposal must conform to and be responsive to the requirements contained in the RFP, which may be downloaded from the CCCCO’s web page: www.cccco.edu/mentalhealth. Proposals should provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.

Costs incurred for developing proposals are entirely the responsibility of the proposer and shall not be charged to the FCCC.

Minorities, women and disabled veteran businesses are encouraged to submit proposals.

The FCCC reserves the right to negotiate the scope of work and terms and conditions of the RFP as necessary, to reject any or all proposals and to waive any irregularities or informalities in the proposal process.

The FCCC may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.

The FCCC is not required to award a contract.

No oral understanding or agreement shall be binding on either party.

Program Administration
California Mental Health Services Authority (CalMHSA) funds are to be used for the sole purpose of administering Prevention and Early Intervention activities as specified in this RFP. This RFP is programmatically managed through the California Community Colleges Student Mental Health Program (or CCC SMHP). The CCC SMHP was realized through a partnership between the California Community Colleges Chancellor’s Office (CCCCO) and the Foundation for California Community Colleges (FCCC). The CCCCO provides the overall programmatic lead of CCC SMHP - the CCC SMHP will act programmatically on behalf of the CCCCO and FCCC - while the FCCC remains the fiscal agent for this project and serves in a Contractor capacity under the CCCCO.

Letter of Intent to Apply
On or before February 3, 2012 at 4:00pm P.S.T, the proposer shall submit a Letter of Intent to Apply (LOI) for which can be found as Attachment 1 of this RFP. Submission of an LOI form does not obligate the submission of a proposal; however prospective applicants are highly encouraged to submit an LOI by the prescribed deadline in order to qualify for proposal submission/application, and to ensure the addition of the applicant’s organization into the CCC SMHP listserv for future informational events, such as the Proposer’s Conference. Only those organizations that submit an LOI will be allowed to submit a proposal.
**Prospective Proposer’s Teleconference and Submission of Questions**

A Prospective Proposer’s Teleconference will be held on February 10, 2012 at 10:00am (PST). In order to receive a reminder and an agenda for the event, prospective applicants are encouraged to submit an LOI (see Attachment 1), and provide a primary and secondary contact for the listserv.

Although the Prospective Proposer’s Teleconference (Teleconference) is not mandatory, prospective applicants are highly encouraged to participate in the event. The Teleconference will respond to questions pertinent to the application process. Questions must be submitted in writing, via email (SMHP@foundationccc.org). All questions must be received no later than 4:00pm on February 7, 2012, one week before the Teleconference. Questions pertaining to the RFP bidding process will not be accepted after the date of the Teleconference. Thereafter, responses to questions presented during the Teleconference will be posted on the CCC SMHP website (www.cccco.edu/mentalhealth).

**EXECUTIVE SUMMARY**

This RFP is designed to solicit proposals for the provision of training and technical assistance (TTA) services to all of the 112 colleges of the California Community College (CCC) system. This is a $1.47 million, multi-year contract which will serve as a major component of the overall California Community Colleges Student Mental Health Program (CCC SMHP) initiated through a partnership between the CCCCCO and the FCCC. In April, 2011, the CCCCCO and the FCCC submitted an application for funding to the California Mental Health Services Authority (CalMHSA), which was approved for an overall total of $6.9 million spanning approximately three years. The FCCC is the fiscal agent for the project and the CCCCCO is responsible for program implementation.

The TTA contractor will plan and implement a statewide student mental health training and technical assistance system to achieve the following: contribute to the successful implementation of multiple campus-based grants funded separately under the CCC SMHP; provide 18 Regional Training Conferences on priority student mental health topics including those related to student veterans; assist all 112 campuses in developing and/or improving infrastructure systems to support collaboration and coordination with community partners, including county mental health; develop resources and tools that can be used throughout the CCC system in support of student mental health, including online resources. All 112 California community colleges will be eligible to receive no-cost training and technical assistance services under this contract.

To allow for the broadest participation by faculty, staff and students, training approaches under the TTA contract will be in-person as well as online and web-based. Examples include: in-person suicide prevention training for faculty and staff training; peer led training models that raise awareness, reduce stigma, and promote wellness and mental health; and methods for colleges to develop and implement behavioral intervention teams to promote a safe college environment for all faculty, staff, students and the community.
Expected outcomes of the CCC SMHP in general and this contract will enable all 112 campuses to implement and sustain prevention and early intervention strategies that address the mental health needs of the overall student population, and the establishment of sustainable infrastructures of collaboration between the educational setting and the local mental health service system(s) within the individual campus catchment areas.

It is the expectation of the CCC SMHP that the TTA contractor will serve as the primary source of, and vehicle for, the transference of expert technical knowledge on student mental health prevention and early intervention practices. In so doing, this will result in the enhancement of the skills, knowledge and abilities of California community college participants to successfully achieve positive student mental health outcomes, retention and success. With this critical expectation in mind, the CCC SMHP is requiring, as a minimum standard, the achievement of an average 90% documented client satisfaction outcome for services delivered under this contract.

**SECTION I: GENERAL INFORMATION AND INTRODUCTION**

**RFP Title**
Training and Technical Assistance Services: California Community Colleges Statewide Student Mental Health Program

**Source and Limitations of Contract Funds**
Funding for this contract is derived from Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funds voluntarily transferred or assigned to CalMHSA from Counties. Such funding originates from the State of California and may be reduced or eliminated by the State. CalMHSA has no authorization to obtain additional funding by imposition of taxes, fees, or mandatory contributions. At the time it entered into the Agreement with the CCC SMHP, the CalMHSA Board of Directors had reason to believe that it has sufficient funding to satisfy its obligations under the Agreement. If due to unforeseen contingencies CalMHSA determines it will not be able to fully fund the obligations it has undertaken, CalMHSA may give notice to the CCC SMHP that the Agreement is cancelled and the Agreement shall no longer be in full force and effect. In the event of such cancellation, CalMHSA shall have no liability to pay further funds to the CCC SMHP or to furnish any other considerations under the Agreement and the CCC SMHP shall not be obligated to further perform any provisions if it’s agreement with CalMHSA or the awardee of this RFP. CalMHSA may alternatively offer an Agreement amendment to the CCC SMHP to reflect the reduced amount available. Similarly, in the event of a reduction in funding availability or cancellation of the grant by CalMHSA, the FCCC shall have no liability to pay further funds to the awardee of the RFP or to furnish any other considerations under the contract. The contractor shall not be obligated to further perform remaining provisions of its agreement with the FCCC.

**Training and Technical Assistance Contract Term**
Maximum Funds Available
A total of $1.47 million is available to fund the services described in this RFP.

Eligibility: Minimum Applicant Qualifications
An applicant may be a public or private not-for-profit, or for-profit organization in good standing with the State of California and the federal government. Through the responses required by this RFP, the respondent must demonstrate the organizational capacity and ability to abide by contract terms, conditions, provisions, and assurances as well as ensure that all subcontractor(s) will do the same. In addition, subcontractors and individual consultants must abide by and are held to all contractual requirements including product development as described in Attachment 4 pertaining to the CCC SMHP office ownership in work produced under this contract.

CCC SMHP RFP Contact
All questions must be submitted by letter to the FCCC at the address on the RFP cover page, or emailed to SMHP@foundationccc.org. Questions must be received no later than 4:00 P.M, PST, February 7, 2012. Responses will be posted on the CCCCO’s website: www.cccco.edu/mentalhealth after the prospective respondent’s telephone conference.

INTRODUCTION

The California Community Colleges Chancellor’s Office (CCCCO)
The CCCCO was founded in 1967, seven years after the Master Plan for Higher Education was enacted, to ensure that every student who is willing and able to benefit from higher education would have the opportunity. The mission of the California Community Colleges Board of Governors and the state CCCCO is to empower the community colleges through leadership, advocacy and support. With 112 colleges and a student body of 2.9 million students and, the CCC system is the largest education system in the nation. The CCCCO is responsible for administering a wide range of federal and state education, training, and student service programs, as well as providing oversight and policy direction to all 112 CCCs.

The Foundation for California Community Colleges (FCCC)
The Foundation for California Community Colleges helps colleges, universities, and our K-12 partner schools build, create, and operate more effectively through programs and services that drive excellence while saving millions of dollars annually. The FCCC was established as an auxiliary organization of the California community colleges pursuant to California Education Code Sections 72670-72682. It was incorporated by the Board of Governor’s on May 21, 1998, under the provisions of the California Corporation Code as a nonprofit public benefit corporation, exclusively for educational purposes to promote and assist education, administrative, and related services of the California community colleges.

The mission of the FCCC is to benefit, support, and enhance the California community colleges. As the official FCCC of the California Community Colleges' Board of Governors and Chancellor’s Office, the FCCC is a unique 501(c)(3) nonprofit organization that provides effective services and innovative solutions for
the largest higher education system in the nation. FCCC programs reach all 112 California Community Colleges and 72 districts, and several are expanding nationwide. The Foundation for California Community Colleges is the sole auxiliary organization to the board of governors of the California Community Colleges and the California Community Colleges Chancellor’s Office.

California Community Colleges Student Mental Health Program Goal and Outcomes

In 2011, the CCC SMHP was awarded $6.9 million by CalMHSA to support prevention and early intervention strategies that address the mental health needs of students and advance collaboration between educational systems, county services, and the community at large which should form the foundation of future CalMHSA programs.

The CCC SMHP is a partnership between the CCCCO and the FCCC. The FCCC is the fiscal agent for this project and serves as the contractor. The CCCCO is the programmatic lead. Ultimately, the long-term goal of the CCC SMHP is to increase student success and retention through the development and enhancement of quality student and student veteran mental health support services at all of California’s community colleges.

This will be achieved through the development and implementation of complementary and intersecting activities that are consistent with the three strategic directions identified by the Mental Health Services Oversight Accountability Commission (MHSOAC) as part of the original Student Mental Health Initiative proposal approved by the MHSOAC in 2007.¹ These include faculty and staff training, peer-to-peer support, and suicide prevention.

The CCC SMHP contains four major components which are discussed in greater detail in Section II: Program Background. The four components are:

1. Campus-Based Grants;
2. Suicide Prevention Training for Faculty and Staff;
3. Program Evaluation; and
4. Statewide Training and Technical Assistance.

The purpose of the statewide TTA component is to provide relevant expertise that result in the following outcomes:

- successfully enable all of the 112 California community colleges to implement and sustain mental health prevention and early intervention capacity and infrastructure development

¹ Please see the Mental Health Services and Accountability Commission’s webpage at http://www.mhsoac.ca.gov/MHSOAC_Publications/Documents.aspx under the heading “Student Mental Health Initiative”. A direct link to the 2007 proposal can be found by accessing the following link: http://www.mhsoac.ca.gov/docs/StudentMentalHealth%20Initiative_091807.pdf
strategies that allow them to address the mental health needs of the overall student population in general and the student veteran population in particular, and

- establish a sustainable infrastructure of collaboration between educational settings and the local mental health service system(s) within the individual college catchment areas.

Embedded in these components are plans to collaborate with stakeholder groups, and the California State University (CSU) and University of California (UC) systems on select projects. In addition, maintaining a focus on the mental health needs of student veterans will be an important element of program implementation. This RFP is soliciting applications in support of the activities being implemented under Component 4, Statewide Training and Technical Assistance. For an overview of the salient outputs and outcomes of the CCC SMHP, refer to Attachment 9 which contains the logic model used by the CCCC in its application to CalMHSA. For TTA contract deliverables, refer to Section III of this RFP.

**SECTION II: PROGRAM BACKGROUND OVERVIEW**

In 2007, the MHSOAC approved five statewide prevention and early intervention (PEI) projects and corresponding funding amounts. In 2008, the MHSA determined that three of the PEI projects would be implemented most efficiently and effectively if administered through a single statewide entity and subsequently developed strategic plans for each project: 1) the Suicide Prevention Initiative (California Strategic Plan on Suicide Prevention: Every Californian is Part of the Solution (approved June 30, 2008)); 2) the Stigma and Discrimination Reduction Initiative (California Strategic Plan on Reducing Mental Health Stigma and Discrimination (approved June 25, 2009)); and 3) the Student Mental Health Initiative (approved May, 2010)). The aforementioned plans can be viewed at:


In April 2010, the Department of Mental Health contracted with CalMHSA to administer the funding and implementation of these three statewide projects. CalMHSA is an organization of county governments working to improve mental health outcomes for individuals, families and communities. CalMHSA administers programs funded by the MHSA on a statewide, regional and local basis.

In determining how to implement the MHSOAC’s strategic priorities, CalMHSA formed the Implementation Ad Hoc Committee to review the three strategic plans referenced above, gather additional stakeholder input and write a work plan for wider stakeholder review to be submitted to the MHSOAC for approval. As a result of the work of the Implementation Ad Hoc Committee, CalMHSA issued the Statewide PEI Work Plan describing how PEI initiatives:

- are voter-approved and paid for through the Mental Health Services Act (Proposition 63);
- transform California’s mental health services approach by uniting California’s diverse communities to embrace mental wellness and delivering the tools individuals need before they reach the crisis point; and
• provide an up-front investment that will pay off with cost reductions in health, social services, education and criminal justice programs.

The work plan is comprised of three comprehensive and coordinated initiatives:

• **Stigma and Discrimination Reduction Program** which uses a full range of PEI strategies to confront the fundamental causes of stigmatizing attitudes and discriminatory and prejudicial actions toward people with mental illness and across ages and backgrounds.

• **Suicide Reduction Program** which uses a full range of strategies from PEI intervention to prevent suicide across ages and backgrounds.

• **Student Mental Health Program** which uses a full range of strategies including campus-based mental health programs, prevention, early intervention and peer-to-peer activities to promote mental wellness in the student population.²

In 2011, a RFA to support the Student Mental Health Program strategy was released that included funding opportunities for all three segments of California’s public system of higher education including the California community colleges. The purpose was to implement training, peer-to-peer support and suicide prevention with an emphasis on capacity building and infrastructure development to benefit students throughout all of the systems consistent with original Student Mental Health Initiative proposal that was developed in 2007.

**An Overview of Service Needs in the California Community College System**

There exists a wide range of mental health needs among California community college students, and although some seek services, many do not. According to a recent study, students who access counseling or psychological services on campus have more significant problems than in the past.³ Data from a 2010 survey of CCC students shows that stress, anxiety, and depression are among the top ten factors students report as affecting academic performance. Almost 50 percent of students report feeling very sad, very lonely, and hopeless, with over a third reporting they were so depressed it was difficult to function. Eight percent report that they seriously considered suicide and almost three percent actually attempted suicide.⁴

Among the students who experience or are at-risk of mental health issues are those:

• who are returning veterans who may have post-traumatic stress disorder (PTSD), traumatic brain injury (TBI) and depression as a result of their military and combat experiences;

• with no prior mental health history who need help for the first time due to developmental challenges, and/or emotional, educational, economic and social stressors;

• who have experienced severe depression and previous suicidal thoughts and/or attempts;

• who have never been diagnosed but who may present challenges to the campus community by being disruptive in class;

² The work plan and addendum can be found on CalMHSA’s website at http://www.calmhsa.org/programs/other.htm

³ Paper Session: “Increase in Severity of Mental Illness Among Clinical College Students: A 12-Year Comparison,” John C. Guthman, PhD, and Laura Loin, PhD, Hofstra University; Despina D. Konstas, PhD, Hellenic American University, Athens, Greece Session: 1019, 8:00 – 9:50 AM, Thursday, Aug. 12, San Diego Convention Center, Upper Level, Room 24B.

⁴ HSACCC II: National College Health Assessment (NCHA) Data Highlights: Spring 2010.
• with diagnosed psychological disabilities, some of whom receive support from campus Disabled Students Programs and Services (DSPS) and health services offices; and
• who may need help but who do not want to use DSPS or other specialized services because of the stigma that is a significant barrier to seeking help for mental health issues.

Fortunately, there are studies that support the effectiveness of prevention and early intervention services, indicating that counseling and other mental health services produced a positive effect on student retention and academic performance.\(^5\)

Historically, a detailed overview of the scope of mental health services at California’s community colleges has not been available. There has been no mandate or structured funding source to support the provision of mental health services throughout the CCC system, and until recently, no staff support to promote this issue at the CCCCO. Generally, mental health services are provided under the umbrella of campus health services. However, the provision of health services is at the discretion of each community college district’s local Board of Trustees, as is the decision to charge health services fees to cover these costs.\(^6\) Students may also receive mental health services through general counseling or through DSPS if they have a documented psychological disability or seek an accommodation for this disability. A recommendation from the recent CCCCO legislative report on DSPS included the need for staff training on mental health issues.\(^7\) Approximately 18,000 students with psychological disabilities received DSPS services in 2008-09.\(^8\)

Also, there is no dedicated funding or mandate for the colleges to collect data about the mental health needs of its students. In recent years, the Health Services Association of the California Community Colleges (HSACCC) has taken a leadership role in promoting participation of member colleges in the American College Health Assessment (ACHA). The ACHA is a biannual survey that collects mental health data (in addition to other health information) at colleges and universities. The findings from this survey are reported above and include data from approximately 14 California community colleges. Although not all 112 colleges participate in the ACHA, this survey does help to document and support the needs for mental health services within the CCC system. The barrier to college participation in this data collection effort is a combination of budget constraints and staff time. There is a cost to participate in the survey process, and staff resources are needed to distribute and collect surveys.

The Health Services Association of the California Community Colleges (HSACCC) conducts a periodic survey on the scope of health and mental health services available to students. Data from the 2008-09 and 2009-10 surveys (that were completed by 68 and 62 colleges respectively) indicate the following:

• A significant majority (85 percent) of responding colleges offer some degree of mental health counseling by licensed mental health providers (a psychologist, LCSW, or MFT). The model for services is short-term intervention.

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\(^5\) Kitrow, Mary Anne. The Mental Health Needs of Today’s College Students. NASPA Journal, Vol. 41, no. 1, Fall 2003
\(^6\) Student health fees are currently $17 per semester.
\(^7\) Chancellor’s Office Report on Disabled Student Programs and Services, Staff Recommendations, page 22. January 29, 2010.
\(^8\) DSPS data for 200-10, CCCCO Website, Data Mart.
• About three-quarters (76.5 percent) provide individual therapy sessions; the remainder rely on groups and other resources, such as online tools and information.
• 40 percent provide medication management services.
• 55 percent offer an internship training program, utilizing university students preparing to be mental health clinicians to help meet the need for services.
• Crisis intervention and community referrals are provided by over 90 percent of responding colleges.
• 68 percent also provide mental health screenings.9

A more recent survey was conducted by the Chancellor’s Office in partnership with Gail Conrad, Director of Disability Support Programs and Services for the San Diego Community College District. Responses from the system wide survey included responses from all 112 community colleges, the results include following findings:

• Colleges reported an increased need for referrals to county mental health and community agencies, yet acknowledged that formalized agreements or policies for such referrals may not exist.
• Colleges reported an increased amount of time spent on training faculty and staff after the 2007 Virginia Tech tragedy, and many colleges use a behavioral/crisis intervention team approach that involves collaboration among different departments and staff throughout the campus community.

The California Community Colleges Student Mental Health Program
As mentioned in the Introduction, the CCC SMHP was established jointly by the CCCCO and the FCCC for the purpose of supporting the efforts of the CCC system to increase wellness and promote a positive campus community for all students, faculty and staff at the 112 California community colleges statewide. Ultimately, the long-term goal of the program is to increase student success and retention through the development and enhancement of quality student support services at all of the state’s community colleges. In addition, the program intends to strengthen the unique mental health prevention and early intervention services needed for the student veteran population served by the CCC system.

This will be accomplished through the development and implementation of complimentary and intersecting activities that are consistent with the three strategic directions discussed above. The CCC SMHP will coordinate with the related initiatives implemented by the CSU and UC systems, Statewide Suicide Prevention and Stigma Reduction Programs, as well as local community partners and county mental health. The CCC SMHP will build upon existing efforts and partnership to leverage limited funding to the greatest extent possible. Based on stakeholder input, the priorities of the CCC SMHP are to support the three strategic directions: faculty and staff training, peer-to-peer support and suicide prevention as the critical unmet needs for student mental health within the California Community Colleges.

9 More information about the survey and the HSACCC can be found at http://www.hsaccc.org/
The major components of the CCC SMHP, of which the TTA contractor is expected to have a significant role in supporting, include the following:

- **Campus-Based Grants**
  The CCC SMHP will fund the implementation of multiple campus-based grants of up to $255,000 to each college for 3 years to support activities at the campus level. The colleges must be within a CalMHSA member county and services can include suicide prevention; faculty, staff and student training; and peer-to-peer resources. Services will reflect local needs and priorities and be consistent with CalMHSA’s three strategic directions. It is expected that campus services will be evidence-based, build campus and community capacity, leverage resources and be sustainable once the grant funding has ended. Contract recipients are required to include across the lifespan approaches\(^{10}\), address issues of stigma and discrimination and suicide prevention, and reflect principles of cultural and linguistic competence. Contract recipients will also be required to partner with local stakeholders, including any nearby UC and CSU campuses and county mental health.

- **Suicide Prevention Training for Faculty and Staff**
  Under a separate RFP and contract, the CCC SMHP will provide suicide prevention training for all interested faculty and staff using evidence-based programs that have been developed specifically for use by colleges and universities. Though a separately contracted service, it is expected that the TTA contractor will coordinate and cooperate as needed with the online suicide prevention training contractor to ensure compatibility of training services provided under the TTA contract.

- **Program Evaluation**
  The CCC SMHP will implement a comprehensive data collection, outcomes-based program designed with specific, measurable, achievable, relevant and time-bound objectives. This function will also be conducted under a separate contract from that of the TTA. However, as with the above referenced projects, the TTA contractor will be expected to coordinate and cooperate as needed with the evaluation contractor.

- **Statewide Training and Technical Assistance**
  The CCC SMHP will enter into a multi-year contract for the delivery of statewide student mental health training and technical assistance services to support the implementation of campus contracts; provide regional training conferences on priority student mental health topics; collaborate and coordinate with community partners including county mental health; and

\(^{10}\) “Across the life span” is a term that means that prevention and early intervention efforts that are implemented early in life have been found to be effective. In addition, many mental illnesses occur before the age of 25 so early identification, recognition, and treatment can help in recovery and wellness efforts. This also means that mental illness can occur at any time throughout the lifespan so prevention efforts should also be directed to those who may experience illness later on, and who can benefit from early identification efforts. For more information, please see The California MHSA Prevention and Early Intervention Clearinghouse, at [http://www.preventionearlyintervention.org/go/PromotingWellnessPrevention.aspx](http://www.preventionearlyintervention.org/go/PromotingWellnessPrevention.aspx#span)
develop tools and resources that can be used throughout the state in support of student mental health including online resources. All TTA services shall be provided at no-cost to any California community college recipient. It is the implementation of this activity to which this RFP is directed.

A component which works alongside CCC SMHP, specifically the TTA contract, is support for the development and enhancement of student veteran mental health services. In each of the past two years, the Chancellor’s Office obtained a $75,000 grant from the Zellerbach Family Foundation to support the development and delivery of faculty and staff curriculum on mental health needs of student veterans. This curriculum and training, entitled, “Welcome Home: Creating a Campus Community of Wellness for Returning Veterans” included segments on military cultural competence; post-traumatic stress disorder, traumatic brain injury and depression; transition issues specific to student veterans; and concrete suggestions to make campus a more welcoming environment for veterans.

During academic year 2010/2011, six pilot trainings of the Welcome Home curriculum were held at three Bay Area community colleges, with 266 community colleges faculty and staff in attendance, and took part in the trainings. Since then, especially during the 2011/2012 academic year, the project has expanded its scope statewide, with curriculum being presented in San Diego and Sacramento. TTA contractor services will be integral in ensuring that the curriculum will be taken to scale even further, by expanding to a truly statewide audience within the system. Refer to p. 18 of this RFP for more information on project.

SECTION III: TTA SERVICE DELIVERY POLICY FRAMEWORK

**CalMHSA PRINCIPLES**

The CCC SMHP fully supports the CalMHSA principles of service which guide this and other aspects of the overall PEI student mental health initiative. For the purposes of this contract, the principles are intended to ensure that services delivered adhere to the following:

- Services should be complimentary to other CalMHSA funded programs and services and should complement other state, regional and local resources.
- Services should include stakeholder involvement.
- Services should be culturally and linguistically competent, respectful and inclusive of California’s diverse population across all age groups including seniors.
- Services should have a lifespan appropriate focus for children, transition age youth, including transition age foster care youth, and for adults and older adults.
- Services should address California’s geographical diversity, ranging from small communities spread over large rural areas to metropolitan areas with suburban expanse and urban density.
- Services should optimally leverage federal, state and local resources.
- Services provided by the TTA contractor shall be achievable within the term of its contract with CCC SMHP.
• Services should support data driven policy and evidence-based, promising and community defined practices.
• Services should improve the cultural competence and appropriateness of suicide prevention activities.
• The scale of TTA service implemented under the contract with the CCC SMHP should be consistent with degree and amount of available resources.

**CCC SMHP TTA Objectives**
The objectives of the TTA services delivered under this contract include the following:

• Collaboration in the success of all of the campus-based grants funded by the CCC SMHP in achieving the outcomes of their specific grants, this to including support for the grantee’s required two Annual Regional Mental Health Summits (ARMS);
• Provision of training and technical assistance to all 112 CCC campuses statewide;
• Support of campus efforts to collaborate and coordinate with community partners including county mental health;
• Provision of TTA services to the CCC SMHP office as requested to assist in achieving the requirements of its contact with CalMHSA;
• Development of resources, products and tools that can be used throughout the state in support of student mental health prevention and early intervention, including online resources.
• Achievement of client satisfaction with the TTA services substantiated through the submission of evaluations or other documented feedback from grantees or the CCC SMHP Office.

**Overview of Contract Deliverables**
In order to achieve the purposes outlined above, the CCC SMHP has established deliverables to be achieved by the TTA contractor. These include:

1. Provision of TTA services that identify the prioritized needs of the multi-year CCC grantees in support of their program development and implementation to assist in addressing student and student veteran mental health needs within the three strategic areas of faculty and staff training, peer-to-peer support, and suicide prevention. In addition, support each grantee in their requirement to conduct two ARMS events, one each during 2012-13 and 2013-14.

   ARMS will involve community partners, stakeholders, mental health service providers and advocacy organizations, other local CCC representatives as well as adjacent UC and CSU representatives as appropriate, and other relevant CCC SMHP resources. Minimally, the purpose will be to support the building of local mental health service system collaboration as well as to exhibit existing community resources to the overall campus population.

2. TTA services directed to campuses that do not receive grant funding under this program so as to assist in addressing student mental health needs, as defined by the individual campuses, within the three strategic areas of faculty and staff training, peer-to-peer support, and suicide prevention.
3. During the term of the contract, delivery of a minimum of 1500 TTA days (refer to Appendix 2 for definition).

4. Provision of a minimum of 18 Regional Training Conferences, conducted throughout the state, on priority topics determined with input from the CCC SMHP office, CCC campuses to be served by the conference and the Chancellor’s Office Advisory Group on Student Mental Health (COAGSMH).

5. Online and web-based training services to achieve the broadest participation of CCC faculty, staff and students and other participants as identified by the campuses.

6. Support for improved system wide and local policy and service delivery coordination of student mental health services between the CCC system, the UC and CSU systems, and the county mental health service systems.

7. Development of specific student mental health service enhancement resources to be made available to the entire CCC system (e.g., model Memorandum of Understandings with county mental health, student crises intervention protocols, informational fact sheets, best practice models, model policies, etc.).

Contractor Performance Standards
At a minimum, services provided under this contract shall adhere to the following standards of performance:

- Responses for requests for TTA services shall be prompt and courteous.
- Services will be culturally and linguistically appropriate to the audiences served.
- Services shall be delivered at no-cost to the requesting college.
- Services shall reflect needs determined in consultation with representatives of the requesting college.
- Contractor representatives shall possess demonstrated and verifiable expertise in the relevant service to be provided.
- Service recipient satisfaction shall be verified through written evaluations that achieve a minimum 90% client satisfaction rate. Evaluations that receive a rating less than 90% will prompt immediate follow up to identify and resolve any issues that may have contributed to the rating.
- The contractor shall work cooperatively with the CCC SMHP office.

SECTION IV: SCOPE OF WORK AND DELIVERABLES

The selected contractor will be required to complete the following:

1.0 Develop and manage a staff and/or a pool of consultants with a wide variety of knowledge, skills, expertise and diverse cultural and linguistic skills for the following purposes:
1.1 To provide TTA services to CCC SMHP community college grantees throughout all stages of their project development with implementation based upon local needs as defined by the grantee campus Project Administrator, the unique characteristics of the college programs and services, their community mental health service system, and any other relevant factors.

1.2 To provide TTA services that will expand the capacity of the 112 colleges and the CCC system in supporting students at risk of mental health issues, reduce barriers to academic success; facilitate retention of students, etc. Services are intended to assist campuses in building capacity to support student success, especially those at risk for mental health problems, and resulting in system-wide infrastructure development and ideally, be sustainable after funding has concluded. As with the CCC SMHP grantees, TTA services shall reflect local needs as defined by the colleges, the unique characteristics of the college programs and services, their community mental health service system, and any other relevant factors.

1.3 Examples of relevant subject matter topics may include, but are not limited to, the following:

a) Trainings designed to result in the transfer of knowledge, capacity building and infrastructural development for campus faculty, staff and students through such methods as the use of “Train the Trainer” models on subjects related to stigma and discrimination reduction, peer-to-peer support and suicide prevention.

b) TTA on collaborative strategic planning between key college personnel and community organizations (county mental, public health, service providers and advocates) including development of policies, memorandums of understanding and protocols that result in improved coordination and more effective use of resources to support student mental health and wellness.

c) Expanding and enhancing faculty and staff trainings on the mental health needs of student veterans, utilizing as appropriate the existing curricula and models that have already been developed by the CCCCO. These will be provided to the successful applicant.

d) Development and dissemination of campus crisis prevention, intervention, and response team protocols, based on effective models that are currently in use at several community college campuses.

e) Campus wellness campaigns stressing the importance of mental and physical well-being, de-stigmatizing mental illness, promoting respect for cultural and lifestyle diversity.
e) Best practices in student mental health data collection that captures student and student veteran service needs and supports, student mental health service planning, program sustainability and resource leveraging, etc.

f) Other topics related to student mental health and wellness that may emerge through the contractor’s initial needs assessment as priorities for the CCC system (See 3.0 below)

1.4 Provide a minimum of 1500 TTA days, statewide, over the term of the contract period, in response to service requests from any of the 112 California community colleges or the CCC SMHP office. TTA services shall include the following:

a) Consultation

Consultation may be provided through on-site assistance at the requesting community college, by telephone conversation, or written correspondence. On-site consultations should be short-term in nature and not exceed three cumulative days of service, unless justification for an extension is approved in advance by the CCC SMHP office. The justification will address the following areas: why it is necessary to extend the services; why the services were not provided in the allotted time; and what will the consequences be if the extension is denied. Consultation services will be problem specific and solution focused.

Priority and preference will be given to community colleges that are able to demonstrate they are leveraging resources by inviting sister colleges, local community resources, and CSU and/or UC campuses to participate in the provision of TTA services.

b) Regional and Campus Specific Training Events:

The contractor, in consultation with college representatives, shall determine when college specific training is preferable to a consultation and accordingly shall prepare a training plan, conduct the training and secure participant evaluations.

The 18 required Regional Training Conferences shall be based on priority topics determined in collaboration with the CCC SMHP office, COAGSMH, CCC system in general and with input from local colleges within the region to be served specifically.

A minimum of 8 Regional Training Conferences shall be conducted within a calendar year throughout Northern, Central and Southern California with the
frequency, distribution and locations subject to prior approved by the CCC SMHP office. For the purposes of this RFP, a “region” shall be defined as those community colleges in close geographic proximity so as to minimize travel time and maximize the opportunity for in-person participation, networking and inter-campus collaboration.

While Regional Training Conferences are expected to be in-person events, the contractor may also employ online and web-based training approaches, with prior approval from the CCC SMHP, such as webinars, to allow for the broadest participation of faculty, staff and students. All Regional Trainings Conferences will be subject to prior approval by the CCC SMHP office.

The contractor will identify options to incentivize campus representative participation in the Regional Training Conferences, such as the provision of continuing education units, as appropriate.

c) The contractor shall expand and enhance training for faculty and staff on the mental health needs of student veterans including expanding on trainings successfully piloted at three California community colleges using the Welcome Home curriculum and resource materials developed in 2011 with the assistance of private funding from the Zellerbach Family Foundation. The mental health needs of student veterans will be addressed by enhancing training components and by increasing the number of trainings provided by CCC faculty and staff. For more background on the Zellerbach funded project, refer to:


d) The contractor shall work cooperatively with all other contractors participating in the CCC SMHP as well as contractors funded by other CalMHSA projects. This may include, but not limited to, offering the opportunity to other contractors to provide service demonstrations at Regional Training Conferences, providing referrals to the services of other CCC SMHP contractors as appropriate, and joint presentations and/or information booths, etc. at appropriate events so as to enhance participant benefit.

e) The contractor shall obtain approval from the CCC SMHP office for training services at least thirty (30) days prior to each Regional Training Conference and campus specific training event unless this requirement is waived by the CCC SMHP office. The plan must include the items listed below:

1) Goals and objectives of the training;
2) Outline of curriculum to be presented;
3) Copies of any handout materials;
4) Names and resumes of presenters;
5) Target audience of intended participants;
6) Location, date, time and agenda;
7) Projected number of participants.

f) Selected training event locations shall meet federal and state accessibility requirements for persons with disabilities. Event notices must include the following statement: “If you need a disability-related reasonable accommodation, please contact (name, telephone number, email address, and TDD number) by (a date up to two weeks prior to the event).”

g) Evaluation forms are to be completed by TA recipients and training participants. The contractor will submit the completed evaluations to the CCC SMHP office with the monthly progress report and invoices.

2.0 Ensure that the CalMHSA Principles are applied, as appropriate, in the provision of TTA services.

3.0 Develop and implement a TTA statewide service delivery plan for the CCC system that is consistent with the CCC SMHP Scope of Work priorities and deliverables. The plan should include, but need not be limited to, a logic-model based description that takes into consideration the following:

3.1 The overall and specific needs and issues related to student mental health as they pertain to the CCC system;
3.2 An understanding of the current status of CCC student mental health service delivery systems;
3.3 A preliminary assessment of the types of prevention and early intervention TTA services needed by the CCC system;
3.4 A baseline resource analysis of existing local and/or statewide mental health TTA efforts that may be relevant to the CCC SMHP, including related CalMHSA funded services that can serve as potential partner organizations, if appropriate, for delivering TTA;
3.5 TTA service delivery model(s) that reflect clear goals and strategies, defined target populations, priorities, timelines, change theories, and short- and long-term outcomes and impacts;

The plan will be routinely reviewed by the CCC SMHP office and subject to revision by the contractor as needed throughout the contract term, however the essential Scope of Work will remain unchanged. Plan review will be in consultation with, and include input from, the CCC SMHP office and the COAGSMH. The CCC SMHP office reserves the right to direct the contractor
to re-assess priorities in the plan to ensure service needs of the CCC system are accommodated within the scope of the contract.

It is expected that the major elements of this plan will be reflected in the submitted proposal responses. However, if deemed necessary by the CCC SMHP office, modifications may be requested and a final detailed version of the service delivery be developed during contract negotiations with CCC SMHP staff.

4.0 Develop and implement a marketing plan to inform all California community colleges of the TTA services available under this contract. Contractor may also be asked to coordinate the marketing of these services with other CalMHSA contractors, in particular, the CSU, UC and K-12 projects funded under the SMHP. The plan shall include, but not be limited to, service descriptions, tasks and timelines. At a minimum, the marketing plan shall include:

4.1 Development and distribution of information that serves to describe the contractor’s TTA services, contract persons, and other relevant information. The publication, or other comparable resources, such as website or email distribution, must specify that all services provided are at no-cost to the CCC system, the primary intended recipients of these services. The plan shall also include strategies to ensure effective outreach to rural CCC campuses so that they may take full advantage of the services provided under this contract.

4.2 Development and maintenance of a website with information on available services. The website shall be linked to the CCCCO’s website [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth) as well as other websites as directed by the CCC SMHP office.

The marketing plan shall be submitted to the CCC SMHP office within thirty (30) days of the execution of the contract and shall be subject to approval by the CCC SMHP office. The CCC SMHP office reserves the right to require additional clarification of the plan and to direct specific changes to the plan as it deems necessary to ensure the appropriate execution of the contract.

5.0 Assign consultant(s) or staff with the appropriate skills, knowledge and abilities to meet each TTA request, based upon, but not limited to, priority, type, location and length of each TTA to be provided; cultural and linguistic competency skills, direction from the CCC SMHP office, CCC grantees or other intended recipient of TTA services, and the contractor’s assessment of needs of the requestor.

6.0 At the request of the CCC SMHP office, provide support to the COAGSMH, including subcommittees, which include but are not limited to: meeting scheduling, facilitation, preparation of support materials and meeting minutes, TTA contract service status updates,
follow-up communications and any other relevant activities as may be appropriate to assist the COAGSMH in its duties.

7.0 Develop and implement a system that affixes a priority to each request for TA, and report to the CCC SMHP office those requests that cannot be met by the contractor with appropriate explanation. The CCC SMHP office reserves the right to approve the selection of consultants, the assessment of the needs of the CCC system, and the identification of priorities for use of the TTA resources.

8.0 Work closely and cooperatively with the CCC SMHP office to respond to all public requests for information related to the provisions of the services provided under this contract.

9.0 Work cooperatively with the CCC SMHP office to assess, plan and implement CCC SMHP priorities and initiatives. At the direction of the CCC SMHP, work in collaboration with other CCC SMHP contractors on issues of common purpose and objectives. The TTA contractor will be the primary support mechanism for the CCC SMHP’s coordination of services with other CalMHSA statewide projects, the CSU and UC campuses, and community partners including county mental health.

10.0 Conduct evaluations of services as follows:

10.1 **Initial Evaluation:** Ensure that an evaluation form (pre-approved by the CCC SMHP office) is distributed and completed by the individual or organization requesting the services (Sample Evaluation Form, Attachment 11). The evaluation forms shall, at a minimum, address the areas and include all of the questions contained in the attached sample; however, the contractor may include additional questions. A copy of the completed evaluations shall be submitted to the CCC SMHP office along with the monthly progress reports and invoices.

10.2 **30-day Follow-up Evaluation:** Distribute, collect, and analyze a follow-up form with TTA recipients to assess the quality of services and ensure desired outcomes were achieved. The Follow-up Evaluation Form shall be completed 30 days following the TTA service and include, at a minimum, address the areas currently contained in the attached sample (Attachment 12); however, the contractor may add additional questions. A copy of the Follow-up Evaluations shall be submitted to the CCC SMHP office with the monthly progress reports and summarized in the final report.

10.3 **Six Month Follow-up Evaluation:** This second follow-up shall be completed six months following the TA services in order to identify any long-term issues related to the desired outcomes. The contractor shall maintain a record of all follow-up contacts with the results being included in reports to the CCC SMHP office. The CCC SMHP office may
contact TTA service recipients directly to confirm their satisfaction with services delivered by the contractor.

11.0 Obtain written pre-approval from the CCC SMHP office on all products, reports or materials developed or used during the term of this contract. All products, reports or materials developed through this contract or through a subcontract with the awarded respondent, shall be the property of the CCC SMHP.

11.1 In accordance with the California Government Code Section 11135 and Title II, Americans with Disabilities Act requirements, publications that are made available through this contract must include the following statement:

“This publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability”.

In addition, publications must be made available in other languages if requested by limited English proficient persons.

11.2 Information produced under this contract may be shared by the CCC SMHP office with other organizations. Upon request, the contractor shall provide the CCC SMHP office with copies (number to be specified at the time of the request) of any publications produced under this contract.

11.3 Products to be developed under this contract may include, but not limited to, presentation materials from trainings, fact sheets, standard protocols and tool kits, standardized policy documents such as protocols to address student crises that occur after hours, standardized templates for Memorandum of Understanding with county mental health, model suicide prevention policies, etc.

11.4 Products and resources developed under this contract will be broadly disseminated by the Contractor and the CCC SMHP office throughout the state via list serves and by posting on the CCCCO website, as well as by providing information at conferences, workshops, and meetings. Information about the progress of dissemination efforts will be provided by the Contractor to the CCC SMHP office and the collected information will include the number of dissemination activities, recipients and where dissemination occurs.

12.0 Obtain written approval from the CCC SMHP office before providing TTA services, including associated travel. If during the first six months of the contract, TTA services provided are consistent with the provisions of the contract and completed without incidence, the CCC SMHP office may waive pre-approval for the remainder of the contract term. If performance issues arise subsequent to granting the waiver, the CCC SMHP office reserve the right to reinstate the pre-approval requirement as it deems necessary to ensure the appropriate delivery of TTA services by the contractor.
13.0 Obtain prior written approval from the CCC SMHP office for TTA services of three cumulative days or more to the same entity within a 6 month period during the term of this contract.

14.0 Submit written monthly progress reports by the 15th of the following month (Attachment 6). The monthly reports must:

14.1 Correspond to project goals and to specific monthly objectives.

14.2 Include pertinent information on monthly objectives, such as relevant data (statistical and anecdotal); number of individuals served; number of TTA days delivered; marketing strategies; problems encountered in achieving or failing to achieve proposed objectives; methods employed to resolve stated problems; customer feedback, rating of services provided and evaluations, etc.

14.3 Include tables in the format provided in Attachment 6. Data fields may be added as the contractor deems appropriate or at the request of the CCC SMHP office.

14.4 Maintain all data contained in the requisite tables in Microsoft Excel and convey to the CCC SMHP office monthly by email.

14.5 Monthly reports shall accompany invoices for payment. Invoices will not be processed until receipt and approval of corresponding monthly reports and supporting data in the format prescribed above. The CCC SMHP office reserves the right to modify reporting requirements as it deems necessary.

15.0 Submit a mid-term and final report describing contract services and outcome evaluation results. The mid-term report shall be due to the CCC SMHP office thirty days after the completion of the first twelve months of the contract term and the final report will be due to the CCC SMHP office thirty days after the end of the contract term.

16.0 TTA staff and consultants must be able to travel to California’s rural and metropolitan areas. To save on travel costs, it is recommended that the contractor have consultants available in Northern, Central and Southern California.

SECTION V: REQUIREMENTS AND COMPONENTS FOR PROPOSAL PREPARATION

The Proposal shall describe the method, staffing and funding needed to develop and deliver services required under this RFP.

1.0 Specific Requirements
1.1 Order of Responses
All required components of the proposal must be present and follow the order of the RFP. Responses to each item in this RFP must be identified in their proposal by the same numbers and letters to which the response applies. *(Required: no points)*

1.2 **Cover Sheet**
Include a cover sheet with an RFP number and title, name of respondent’s agency and name and telephone number of the contact person. *(Required: no points)*

1.3 **Table of Contents**
Provide a Table of Contents that lists each section responded to in this RFP and its page number. List attachments. Use the same numbering sequence and titles in this RFP. *(Required: no points)*

1.4 **Proposal Submission Format**
The proposal must be submitted in the prescribed format. Proposals that deviate from this format may be rejected without review at the FCCC’s discretion.

- The proposal shall not exceed thirty (30) pages, double-spaced typewritten. The budget narrative and required attachments shall not be counted towards the page limitation.
- Type size shall be 12 point in Calibri font. This requirement will not apply to charts, graphs, tables or footnotes.
- Margins shall be at least one inch at top, bottom, left and right,
- Pages shall be numbered consecutively from beginning to end including Appendices.
- Beginning with “Proposal Components” below, the submitted proposal shall conform to the section and item numbering/lettering used in this RFP so that responses can easily be matched to questions.

2.0 **General Guidelines**
2.1 The CCC SMHP seeks a contractor who demonstrates the ability to apply innovative, creative, relevant and cost effective methods and approaches to the Scope of Work outlined in this RFP.

2.2 The proposal should be specific regarding the methods and personnel to be used.

2.3 The proposal must clearly and fully demonstrate an understanding of the subject, the best methods for delivery of services, and the technical problems inherent in the process.

2.4 The proposal must clearly convey the intent and understanding necessary to accomplish project requirements.

2.5 Simply stating that the respondent understands or use of paraphrasing of this RFP will be considered inadequate.

2.6 Phrases such as “well-known techniques will be used” are unacceptable.
2.7 The CCC SMHP office recognizes that all technical factors cannot be detailed in advance. However, the proposal must detail sufficiently how the respondent would accomplish project requirements, including a full explanation of techniques, procedures, and staffing to be used.

3.0 Proposal Scoring
The maximum score possible is 190 points. The minimum passing standard for the proposal will be 85 percent (162 points). In addition, a minimum passing score of 70% is required for each rating criteria. Scores will be determined by a Selection Review Committee. The rating criteria and their respective maximum possible points are as follows:

- Understanding the Problem Maximum: 40 points
- Operation and Service Delivery Maximum: 45 points
- Work Plan Maximum: 35 points
- Agency Qualifications Maximum: 15 points
- Project Personnel Maximum: 25 points
- Budget Proposal Maximum: 30 points

Total Maximum: 190 points

Proposal Components and Rating Criteria
Written responses are required of the following:

1.0 Understanding of the Problem(s) - Maximum Score: 40 points; Minimum Passing Score: 28 points

1.1 Describe your understanding of the extent of the mental health needs and surrounding issues faced by the general student population, as well as the specific and unique needs of student veterans and other unserved and underserved populations who may be at higher risk for mental health problems including suicide.

Maximum Score: 10 points

1.2 Describe your understanding of the major challenges and opportunities to effectively address the aforementioned needs with consideration of such factors as state, local, district and county resources, funding streams, degrees of collaborative structures, priorities and cultural diversity.

Maximum Score: 15 points

1.3 Within the context of your responses to A and B above, describe your understanding of how and why TTA services that focus on prevention and early intervention methods will assist the CCC system in addressing the needs, issues, challenges and opportunities described.

Maximum Score: 15 points
2.0 **Operation and Service Delivery** - Maximum Score: 45 points; Minimum Passing Score: 32 points

2.1 Describe the steps to be taken to provide campus specific TTA services including direct consultant technical assistance, regional conference and campus specific trainings. Include a description of the following:

a) The methods, criteria, strategies and approaches that will be used to determine the type of TTA needed, how TTA service requests will be identified, clarified (if necessary), and prioritized; and when training events are preferable to individual or on-site consultation.

b) The development, coordination, quality control, composition, and management of the staffing resources to be used to meet training and technical assistance service requests.

c) How TTA services can be leveraged with other existing services, where available, and how they will be provided in an economically effective way to meet the diverse needs of a 112 college system, located across a broad geographic spectrum, including all urban and rural areas of California.

d) The extent of the respondent’s knowledge and experience with technology-based training methods.

e) How the respondent will meet the needs of the multiple CCC SMHP campus-based grantees at potentially varying stages of project implementation.

f) How the respondent will address the requirement to organize eighteen Regional Training Conferences.

g) The relationship between the contractor, the CCC SMHP office and the COAGSMH as it pertains to the assessment of CCC system needs and the identification of priorities for the use of TTA resources to effectively address those needs.

**Maximum Score: 10 points**

2.2 Explain how the respondent will ensure the appropriateness and relevance of the staff and consultants who will deliver TTA services. These should include staff and/or consultants who have expertise in peer-to-peer services; stigma reduction; campus based health and mental health services; suicide prevention strategies; cultural and linguistic competency, including the ability to address the needs of unserved and underserved student groups, including student veterans. Include (as attachments) letters of agreement with consultants or other groups that substantiates or supports that this capability exists or will exist.

**Maximum Score: 5 points**

2.3 Whether TTA services will be conducted by contractor’s staff and/or with the assistance of a consultant pool, describe how the respondent will ensure they are knowledgeable about the CCC SMHP, the Mental Health Services Act, the PEI
Statewide Projects and funding guidelines; effective approaches and strategies in student mental health; CalMHSA principles and service requirements, and other related factors essential for effective implementation of this project.

**Maximum Score: 5 points**

2.4 Describe the respondent’s overall capability to manage the proposed project, including:

a) Ability to locate and hire qualified staff and consultants;

b) Ability to manage staff and consultants;

c) The administrative system to be used to ensure payment of consultant services to satisfy pertinent state laws, regulations, policies, etc.; the system to be used to properly invoice and submit required reports.

**Maximum Score: 5 points**

2.5 Describe how the respondent will determine, on an initial and ongoing basis, the types of TTA services needed for the CCC system.

**Maximum Score: 5 points**

2.6 Describe how the respondent will implement an innovative and creative statewide marketing plan to inform the CCC system and other relevant partners of the services available under this contract using, at a minimum, a descriptive publication and web-based technology.

**Maximum Score: 5 points**

2.7 Describe what methods and techniques to be employed to incentivize college faculty, staff and students to participate in the trainings (college specific or regional) provided by this contract.

**Maximum Score: 5 points**

2.8 Describe how the respondent will ensure that evaluations of services delivered, including the follow-up evaluations, are (i) completed by the entities receiving services; and (ii) how the information received in the evaluations will be utilized to continuously improve the delivery of services.

**Maximum Score: 5 points**

3.0 **Work Plan - Maximum Score: 35 points; Minimum Passing Score: 25 points**

3.1 Write a work plan spanning the term of the contract which includes project(s), objectives, tasks and timelines. All work and deliverables listed in the RFP Scope of Work should be included. The work plan should reflect delivery of 1500 TA days and 18 Regional Training Conferences. Attachment 7 is provided as a sample.

**Maximum Score: 25 points**

3.2 Provide a logic model for this project using the format in Attachment 8. For reference, refer to the logic model in Attachment 9 which was used by the CCC SMHP in its grant application to CalMHSA. The respondent’s logic model and any accompanying analysis
should, at a minimum, provide a clear correlation with the components of the CCC SMHP logic model. There should be a clear demonstration of how services delivered under this contract will support and further the objectives of CCC SMHP.

**Maximum Score: 10 points**

### 4.0 Agency Qualifications - Maximum Score: 15 points; Minimum Passing Score: 11 points

4.1 Submit an annotated list of work experience conducted in the last three years or currently in progress. Work experience should be relevant to this RFP including experience in the mental health field or related area, particularly in prevention and early intervention strategies and approaches, conducting needs assessments, delivering TTA services, management of multiple projects throughout the State, statewide marketing, and familiarity with the CCC system. Include a list of the contracting organizations, a synopsis of the work performed and the contracting period.

**Maximum Score: 5 points**

4.2 Submit at least three (3) letters of recommendation from agencies for whom the respondent’s organization has provided services during the last three years. The letters should describe the services performed, the outcome(s) achieved, and the recipient’s level of satisfaction.

**Maximum Score: 5 points**

4.3 Describe your agency’s capacity to respond to emerging mental health related issues and needs of the CCC system, students in general and veteran students specifically. Please describe how the respondent will work with the CCC SMHP office in prioritizing these issues and needs; their experience in responding to emergent issues with similar projects; and how proposed services would be provided to best meet the needs within a cost effective manner.

**Maximum Score: 5 points**

### 5.0 Project Personnel - Maximum Score: 25 points; Minimum Passing Score: 18 points

5.1 Provide job titles and duty statements describing the activities each project staff position, including consultants, will perform during the project. A pool of consultants may be described in one duty statement. Include name of project staff and consultants, if known. Include the percentage of time each project staff person will devote to each activity listed in their duty statement. Include overall total percent of time devoted to project (100 percent would indicate a full-time position). For consultants, indicate the number of hours or days consultants will be utilized rather than a percentage of their time.

**Maximum Score: 20 points**

5.2 Submit resumes showing credentials, experience and qualifications of all key project staff and consultants. This information must be included in the initial proposal and must be presented upon request throughout the term of the contract. If project staff are unknown, include job qualifications or draft duty statements for each position. Staff qualifications must be appropriate and sufficient to accomplish duties and service
objectives. Knowledge of the following areas (direct experience preferred) should be reflected generally throughout the submitted resumes:

- Mental health field; with an emphasis on prevention and early intervention
- CCC system
- The Mental Health Service Act
- College student mental health issues and service availability
- Unserved and underserved student populations
- Student veteran mental health issues
- Conducting TTA statewide
- Developing and managing staff and/or pool of consultants with a wide variety of expertise and cultural competency
- Conducting needs assessments
- Implementing marketing plans
- Conducting TTA client satisfaction evaluations
- Internet and web based training and marketing applications
- Maintaining data on Microsoft Excel
- A wide range of programmatic and management expertise and experience related to mental health, individual and community wellness, violence and suicide prevention strategies and activities, program design and administration and policy development
- County mental health systems
- Work plan development
- Conference organization and management skills
- Training and meeting facilitation skills
- Coordination and implementation of contract monitoring activities

Maximum Score: 5 points

5.3 Letters of commitment from identified consultants, or others who are proposed principals for this project (excluding respondent’s employees) must be submitted with the proposal. The letter should be submitted on the consultant’s letterhead and must state that the consultant has read the proposal and agrees to participate in the activities at the level specified. Failure to include letter(s) of commitment may result in disqualification of the proposal.

Required: No points

6.0 Budget Proposal - Maximum Score: 30 points; Minimum Passing Score: 21 points

The proposal must be fully supported by budget data adequate to justify the requested contract amount.

6.1 Line Item Budget

A detailed line item budget must be completed showing individual line items under budget categories. Use the line item budget instructions below to prepare a budget for the term of the contract. Attachment 10 is provided as a sample format.

Maximum Score: 15 points
6.2 **Narrative Justification**

All budget line items must be fully explained and justified in a narrative entitled “Budget Justification”. This justification should include:

a) Why each individual is being charged to the project.
b) Why the quantity of a line item is reasonable (i.e., amount of personnel time, travel, printing, etc.).
c) Why the cost of each line item is reasonable in price.
d) The formula used to determine the cost of each line item.
e) The basis to which the indirect rate is applied.

**Maximum Score: 15 points**

**Line Item Budget Instructions**

**Direct Cost Categories**

**Personnel Services**
Personnel services include each authorized staff position to be devoted to this project listed by title, and a line item for fringe benefits showing the percentage rate. A line item for each authorized position must provide a computation of the monthly or hourly salary rate, the number of months or hours the position will be filled, and the percentage of salaried time the position will devote to the project. A salary range should be shown to include any anticipated wage increases during the period covered by the proposal. All salaries must be fully justified in the budget justification and by job title/duty statements and resumes under Project Personnel.

**Operating Expenses**
Operating expenses include all other direct cost line items such as rent, travel and subsistence, supplies, consultants, etc.

**Indirect Cost Categories**

**Indirect Costs**
An indirect cost category may be included in the budget, and is capped at 7.5% of the contract. The applicant’s proposed indirect rate and/or the supporting justification data must accompany the Cost Proposal if an indirect cost category is requested. The FCCC reserves the right to deny an indirect cost category and request direct costing.

6.3 **Miscellaneous, Other or Fee**
There should be no line items entitled Miscellaneous, Other or Fee. All line items must be fully explained and justified.

6.4 **Budget Negotiations**
The proposed budget may be negotiated at the option of the CCC SMHP but the total bid amount may not be increased.
7.0 Post-Award Inquiry
Any respondent submitting a proposal may file for an inquiry within five (5) business days after publication of the Notice of Intent to Award and must be in compliance with the following:

7.1 The request for an inquiry must be in writing. The request must be filed and received by the CCC SMHP office by close of business (5:00 pm PST) no later than the 5th business day. It must set forth, in detail, all grounds for the inquiry, including supporting documentation, legal authorities, and argument in support of the grounds for an inquiry. Any matters not set forth in the written request shall be deemed waived. All factual contentions must be supported by competent, admissible, and credible evidence.

7.2 Any request for an inquiry not conforming to the foregoing shall be rejected by the CCC SMHP office as invalid. Authorized representatives of the CCC SMHP office shall review and evaluate the basis of the inquiry and shall provide a written response to the individual or organization submitting the request. The written response shall be final and not subject to reconsideration from the CCC SMHP office.

8.0 Disposition of Proposals
Upon proposal opening, all documents submitted in response to this RFP become the property of the CCC SMHP office. Proposal packages may be returned only at the respondent’s expense, unless such expense is waived by the CCC SMHP office.

9.0 Contact for Information
Email address for questions pertaining to this RFP: SMHP@foundationccc.org

10.0 Estimated Time Schedule
Refer to RFP, p. 3: “Key Action Dates”

SECTION VI: PROPOSAL EVALUATION AND AWARD PROCESS

1.0 Each proposal will be reviewed in two phases:

Minimum Qualifications Review
Each proposal shall be initially reviewed to determine if it was submitted within the time frame specified in this RFP. Those proposals submitted on time will then be reviewed to ensure that they are consistent with the format and content requirements specified in this RFP. Proposals not meeting these minimum requirements will, at this point, be disqualified. Proposals must not contain any erasures, interlineations or other corrections unless the initials of the person signing the proposal and suitably authenticating each such correction are affixed in the margin immediately opposite the correction. Any proposal not conforming to the foregoing may be deemed to be non-responsive. In the event any proposal submitted, or portions thereof, shall be reasonably determined to be illegible, ambiguous or inconsistent, it may be rejected as non-responsive. Proposals meeting these requirements will then move to the Selection Review Committee.
Selection Review Committee

Proposals that meet the requirements of the Minimum Requirement Review shall be submitted to the Selection Review Committee for evaluation and scoring. Points will be assigned as shown in Section V of the RFP. A minimum overall score of 85 percent must be achieved, with a minimum of 70 percent for each criterion. Proposals that contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the respondent, may be rejected. If, in the opinion of the CCC SMHP office, such information was intended to mislead the Selection Review Committee in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of the RFP, it will be the basis for rejection of the proposal.

2.0 The proposal receiving the highest score over the minimum required will be considered for an award of contract.

3.0 Evidence which indicates that the respondent or their staff and/or consultants have in any way attempted to influence the confidential nature of the review though contacts with CCC SMHP staff or members of the Selection Review Committee will result in the automatic rejection of the proposal.

4.0 Any respondent may withdraw its proposal either by written or telegraphic request delivered to the CCC SMHP office.

5.0 Prior to the opening and reading of proposals, the CCC SMHP office expressly reserves the right to modify the RFP, or any portion(s) thereof by the issuance of written addenda disseminated via the CCCCO’s website www.cccco.edu/mentalhealth

SECTION VII: GENERAL TERMS & CONDITIONS OF THE RFP

1. **Legal and Regulatory Compliance:** Contractor shall perform all Services in compliance with the applicable requirements of laws, codes, rules, regulations, ordinances, and standards of the State of California, and applicable federal and local law.

2. **Insurance:** The Contractor must, at its sole cost and expense, obtain, keep in force, and maintain insurance listed in the Services Agreement (Attachment 13).

3. **Indemnification:** The Contractor, heirs and/or approved assigns (“Indemnitor”) must indemnify, defend, and hold FCCC and its directors, officers, agents and employees (collectively “Indemnitees”) harmless from any and all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorneys’ fees resulting from, arising out of, or connected with (a) the performance of services or omissions relating to same under this Agreement by Contractor, Contractor’s employees, Contractor’s subcontractors, or any person or entity for whom Contractor is responsible; (b) any breach by Contractor of this Agreement; and/or (c) Indemnitor’s or Indemnitees’ infringement or misappropriation of any intellectual property rights relating, in any way, to the performance of Services. Indemnitor’s indemnification obligations
will not be limited by any assertion or finding that (1) Indemnitees are liable by reason of non-delegable duty, or (2) losses were caused in part by the negligence, breach of contract, or violation of law by Indemnitees. FCCC must approve the extension of all settlement offers and approval will not be unreasonably withheld. The Indemnitor will furnish Indemnitees with all related evidence in its control regardless of any disputes. The duty to defend (including by counsel) shall arise regardless of any claim or assertion including, but not limited to, those claims or assertions that Indemnitees caused or contributed to the losses, liabilities, claims, demands, costs, expenses or damages. Nothing in this Agreement shall constitute a waiver or limitation of any rights which Indemnitees may have under applicable law, including without limitation, the right to implied/equitable indemnity.

4. **Non-Discrimination:** The Contractor shall not discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. The Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Contractor shall comply with all applicable federal state and/or local laws or regulations including but not limited the provisions of the Fair Employment and Housing Act (Government Code section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Contractor shall require non-discrimination compliance by Contractor’s employees, subcontractors, or any person or entity for whom Contractor is responsible and shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

5. **Child Support Compliance Act:** In accordance with Public Contract Code 7110, the Contractor must acknowledge that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and (b) it shall fully comply with the earnings assignment orders of all employees and will provide the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

6. **Confidentiality:**

6.1 Contractor must not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in Contractor’s assigned duties and for the benefit of FCCC, any of FCCC’s Confidential Information, either during or after Contractor’s relationship with FCCC. Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the business in which FCCC is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FCCC, whether or not such information is identified as Confidential Information by
FCCC. This paragraph shall survive the expiration or early termination of this Agreement.

6.2 Subject to all applicable federal state and/or local laws or regulations, the Contractor must agree that Protected Health Information (PHI), as defined in 45 CFR Section 164.501, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Agreement will be kept confidential and not be disclosed to any other person. The Contractor must agree to immediately notify FCCC if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this Agreement. This provision shall remain fully effective five years after termination of services to FCCC.

7. Audits; Access to Records: The Contractor shall make available to FCCC and CalMHSA for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to FCCC and/or CalMHSA, and shall furnish to FCCC and/or CalMHSA such other evidence or information as FCCC and/or CalMHSA may require with regard to any such expenditure or disbursement charged by the Contractor. The Contractor shall maintain full and adequate records in accordance with CalMHSA requirements to show the actual costs incurred by the Contractor in the performance of this Agreement. If such books and records are not kept and maintained by the Contractor within the State of California, the Contractor shall, upon request of FCCC and/or CalMHSA, make such books and records available to FCCC and/or CalMHSA for inspection at a location within the state or Contractor shall pay to FCCC and/or CalMHSA the reasonable, and necessary costs incurred by FCCC and/or CalMHSA in inspecting the Contractor’s books and records, including, but not limited to, travel, lodging and subsistence costs. The Contractor shall provide such assistance as may be reasonably required in the course of such inspection. FCCC and CalMHSA further reserve the right to examine and reexamine said books, records and data during the three (3) year period following termination of the Agreement or completion of all work hereunder, and the Contractor shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for three (3) years after FCCC makes the final or last payment or within three (3) years after any pending issues between FCCC and/or CalMHSA and the Contractor with respect to this Agreement are closed, whichever is later.

8. Documents and Materials: The Contractor shall maintain and make available to FCCC and CalMHSA for its inspection and use during the term of this Agreement, all Documents and Materials. Contractor agrees to provide FCCC access (with the ability to copy same) to Contractor’s records arising, in any way, under this Agreement (“Records”), within five (5) calendar days of a written request for such access. Contractor will preserve Records as required by applicable federal, state or local laws, but in no event for a period of less than three (3) years from the date of final payment under this Agreement. This paragraph is deemed material to the formation of this Agreement. It is the responsibility of the Contractor to insures all documents and materials are in compliance with applicable industry regulations and standards.

9. Advertising or Publicity: Contractor shall not use the name of FCCC or CalMHSA, its officers, directors, employees or agents, in advertising, social marketing campaigns, publicity releases or otherwise without securing the prior written consent of FCCC or CalMHSA in each instance.
10. **Intellectual Property:**

10.1 Contractor agrees that any and all Services rendered and documents or other materials, inventions, processes, and/or trademarks or servicemarks first created, first developed or first produced pursuant to this Agreement (“Work Product”) whether by Contractor, or any employees or subcontractors to Contractor, shall be and are Work Made for Hire pursuant to Section 201 of the United States Copyright Act of 1976, as amended (the “Copyright Act”). The copyright for all Work Product first created, first developed, or first produced as a result of this Agreement shall belong to FCCC and all rights, title, and interest in and to the Work Product first created, first developed, or first produced under this Agreement or under any subcontract shall be assigned and transferred to FCCC. This Work Made for Hire clause shall survive the expiration or early termination of this Agreement. Accordingly, without limiting the generality of the foregoing, FCCC shall be deemed to own, without any restrictions or limitations whatsoever, the sole and exclusive rights to prepare derivative works based on the Work Product and to reproduce, adapt, distribute, publicly perform and display, sublicense and otherwise exploit the Work Product and such derivative works, by any and all means and in any and all media now or hereafter known throughout the world and in perpetuity.

10.2 To the extent the Work Product is not deemed to be a Work Made for Hire, Contractor hereby irrevocably and unconditionally assigns, transfers, releases, and conveys to FCCC all rights, title and interest to such Work Product, including but not limited to all other patent rights, copyrights, trademark rights, and trade secret rights. To the extent the Work Product is not deemed to be a Work Made for Hire, Contractor also hereby irrevocably and unconditionally grants to FCCC and CalMHSA a non-exclusive license to use Contractor’s interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 6 (Confidentiality), such license shall grant to FCCC and CalMHSA a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and may authorize others to do the same by or on behalf of FCCC or CalMHSA for non-commercial purposes. In Contractor’s contracts with subcontractors, Contractor shall expressly obligate its subcontractors to grant FCCC and CalMHSA the aforesaid license rights as to subcontractor’s Deliverables under the Agreement.

10.3 To the extent that Contractor is legally able to do so, Contractor shall grant to CalMHSA a non-exclusive license to use Contractor’s interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 9 (Confidentiality), such license shall grant to CalMHSA a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and may authorize others to do the same by or on behalf of CalMHSA for non-commercial purposes. This explicitly includes the electronic copies of such copyrighted works. In Contractor’s contracts with subcontractors, Contractor shall expressly obligate its subcontractors to grant CalMHSA the aforesaid license rights as to subcontractor’s Deliverables under this Agreement.
10.4 Contractor represents and warrants to FCCC all of the following: (a) that Contractor owns and controls all the intellectual property rights for any work not first created, first developed or first produced pursuant to this Agreement, or if licensed by Contractor, Contractor has all necessary rights and licenses to grant the license and rights granted herein; trade secret know-how, moral rights or other intellectual property rights of any third party; and (b) there are no contracts which prohibit Contractor from (i) performing the Services necessary to fulfill the terms of this Agreement and (ii) licensing to FCCC all the rights granted hereunder.

10.5 If this Agreement is terminated, Contractor will promptly, upon request, provide to FCCC all Work Product prepared, in both hard and soft format. FCCC retains the right to use Work Product regardless of any disputes including but not limited to disputes over compensation.

11. **Provisions Relating to Data:**

11.1 “Data” as used in this Agreement means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work; or be usable or be used to define a design or process; or support a premise or conclusion asserted in any deliverable document called for by this Contract. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical models, collections or extrapolations of data or information, etc. It may be in machine form, as punched cards, magnetic tape, computer printouts, or may be retained in computer memory.

11.2 “Generated data” is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at FCCC and/or CalMHSA expense, together with complete documentation thereof, shall be treated in the same manner as generated data.

11.3 “Deliverable data” is that data which under terms of this Agreement is required to be delivered to CalMHSA. Such data shall be property of CalMHSA.

11.4 Prior to the expiration of any legally required retention period and before destroying any data, Contractor shall notify FCCC and CalMHSA of any such contemplated action; and CalMHSA may within 30 days of said notification determine whether or not this data shall be further preserved. If it makes such a determination, CalMHSA shall pay the expense of further preserving this data. CalMHSA shall have unrestricted reasonable access to the data that is preserved in accordance with this Contract.

11.5 Contractor shall use best efforts to furnish competent witnesses and to identify such competent witnesses to testify in any court of law regarding data used in or generated under the performance of this Contract.
12. **Publication of Evaluation Data or Reports:**

12.1 Contractor shall not disclose data or documents or disseminate the contents of the final or any preliminary report without written permission of FCCC and CalMHSA. However, all public entities shall comply with California Public Records Act (Government Code Sections 6250 et seq.) and the Freedom of Information Act (Title 5 of the United States Code Section 552), as applicable. The obligations herein not to disclose is also subject to other applicable federal state and/or local laws or regulations, including but not limited to the Richard McKee Transparency Act of 2011.

12.2 Permission to disclose information or documents on one occasion shall not authorize Contractor to further disclose such information or documents on any other occasions except as otherwise provided in the Contract or required by law.

12.3 If requested by FCCC or CalMHSA, Contractor shall require each of its employees or officers who will be involved in the performance of this Contract to agree to the above terms in a form to be approved by State and shall supply State with evidence thereof.

12.4 Each subcontract shall contain the foregoing provisions related to the confidentiality of data and nondisclosure.

12.5 After any data or documents submitted has become a part of the public records of CalMHSA, Contractor may at its own expense and upon written approval by CalMHSA, publish or utilize the same data or documents but shall include the following Notice:

**LEGAL NOTICE**

This report was prepared as an account of work sponsored by the California Mental Health Services Authority (CalMHSA), but does not necessarily represent the views of CalMHSA or its staff except to the extent, if any, that it has formally been approved by CalMHSA. For information regarding any such action, communicate directly with CalMHSA’s Executive Director. Neither CalMHSA, nor any officer or staff thereof, or any of its contractors or subcontractors makes any warranty, express or implied, or assumes any legal liability whatsoever for the contents of this document. Nor does any party represent that use of the data contained herein, would not infringe upon privately owned rights without obtaining permission or authorization from any party who has any rights in connection with the data.

13. **Disclaimer of Responsibility for Content of Contractor’s Publications:** If Contractor allows members of the public to contribute to its website, blog, social media page, or other site, Contractor shall display a disclaimer substantially similar to the following:

All information, data, text, software, music, sound, photographs, video, messages, blog posts, user comments and other materials, whether publicly
posted or privately transmitted, are the sole responsibility of the individual
source of said content. Individuals using this site are entirely responsible for the
content they upload, post, e-mail, transmit, or otherwise make available here.
[Contractor], FCCC, and CalMHSA are in no way responsible for the content
posted here, and therefore cannot guarantee its accuracy, integrity, or quality.
By using this site, you may be exposed to content that is offensive or
objectionable. Under no circumstances are we liable for content that includes
errors or omissions, or for loss or damage of any kind incurred as a result of
using this site’s content.

14. **Use of Public Funds**: Contractor, including its officers and members, shall not use funds received
pursuant to the Agreement to support or pay for costs or expenses related to the following: (1)
Campaigning or other partisan activities to advocate for either the election or defeat of any
candidate for elective office, or for or against the passage of any proposition or ballot measure;
or (2) Lobbying for either the passage or defeat of any legislation. This provision is not intended
and shall not be construed to limit any expression of a view, opinion, or position of any member
of Contractor as an individual or private citizens, as long as state funds are not used; nor does
this provision limit Contractor from merely reporting the results of a poll or survey of its
membership.

15. **Subcontracting**: Contractor may employ subcontractors in accordance with Section 12.3 of the
Services Agreement. Contractor must submit a request to FCCC, and receive FCCC approval in
writing prior to employing subcontractors.

16. **Law to Govern; Venue**: This Agreement shall be interpreted, governed and construed in
accordance with the internal substantive laws of the State of California. Any dispute or claim
arising from this Agreement shall be resolved in a state or federal court in Sacramento,
California. The parties specifically submit to the personal jurisdiction and subject matter
jurisdiction of the state and federal courts located in Sacramento, California.

17. **Taxes**: The Contractor shall be solely liable for all taxes, including but not limited to personal
property or use taxes, on all equipment, material, software or other property owned, leased, or
otherwise used by the Contractor in performance of the contract.

18. **Termination**: FCCC shall have the right to terminate the agreement with the Contractor for any
reason, without penalty, at any time by providing Contractor with written notice of the
termination at least thirty (30) days in advance.
ATTACHMENT 1
LETTER OF INTENT TO APPLY
CALIFORNIA COMMUNITY COLLEGES STUDENT MENTAL HEALTH PROGRAM (CCC SMHP)
RFP FOR TRAINING AND TECHNICAL ASSISTANCE SERVICES
RFP#: 12-001

With this letter the applicant named below provides the CCC SMHP office notice of its intent to submit an application to become a service provider for the CCC SMHP Training and Technical Assistance Services listed in CCC SMHP RFP# 12-001. The CCC SMHP office acknowledges that the submission of this Letter of Intent to Apply (LOI) serves solely as a notice of the applicant’s intent and is non-binding on the applicant.

Applicant Name: ________________________________________________
Address: ________________________________________________________

Representative Name & Title: _______________________________________
Representative Email: _____________________________________________
Representative Phone: _____________________________________________

Alternate Representative Name & Title: _______________________________
Alternate Representative Email: _________________________________
Alternate Representative Phone: ______________________________
Representative Signature: ________________________________________

All LOI forms must be submitted by Friday, February 3, 2012 no later than 4:00pm PST as specified in this RFP; postmarks will not be honored. LOIs may be hand delivered or sent by U.S. Mail or common carrier to the following address only:

The Foundation for Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95811
Attn: CCC Student Mental Health Program Office
ATTACHMENT 2
DEFINITIONS

Note: This “Definition Attachment” is used in all CCC SMHP RFP/RFA’s. As a result, not all definitions contained herein will apply to the TTA RFP.

* * * * * *

**California Community Colleges Chancellor’s Office (CCCCO):** The California state agency charged with providing leadership, advocacy and support for the California Community Colleges.

**California Mental Health Service Authority (CalMHSA):** An independent administrative and fiscal management agency charged with the delivery of mental health projects and established by the California counties as a Joint Powers Agency.

**California Community College Student Mental Health Program Evaluation Contract:** A separate contract administered by the CCC SMHP office to implement a comprehensive data collection, outcomes-based program designed with specific, measurable, achievable, relevant and time-bound objectives.

**California Community Colleges Student Mental Health Program (CCC SMHP):** A joint efforts by the California Community College Chancellor’s Office and the Foundation for California Community Colleges, the program’s purpose is to increase wellness and promote a positive campus community for all students, faculty and staff at the 112 California community colleges statewide.

**California Community Colleges Student Mental Health (CCC SMHP) Office:** The CCC SMHP is an entity located within the Foundation for California Community Colleges and charged with administering the CCC SMHP on the behalf of the Foundation and the California Community College Chancellor’s Office.

**Chancellor’s Office Advisory Group on Student Mental Health (COAGSMH):** Comprised of representatives from the CCC’s and statewide organizations or agencies, its purpose is to assist in providing support to the implementation efforts related to the CCC SMHP. It serves as a forum to counsel on the delivery of services required throughout the length of the CCC SMHP. The COAGSMH is advisory to the Chancellor’s Office and the Foundation of California Community Colleges.

**Campus Based Grants:** Administered by the CCC SMHP office, multi-year grants to selected campuses of up to $255,000 designed to support student and student veteran mental health activities at the campus level.

**Consultant:** An individual whose level or area of expertise extends beyond that possessed by the contractor’s staff. The individual works for the contractor and may deliver technical assistance and training on the contractor’s behalf.

**Consultation:** The provision of expert advice, guidance, or information through written correspondence, telephone conversations, or on-site assistance.
Consultant Pool: A group of consultants with diverse expertise in the area of mental health services.

Contractor: A successful respondent awarded a contract under this proposal to deliver training and technical assistance services to the California Community College system and to manage a consultant pool.

County Mental Health: County government agency authorized by statute to administer mental health programs and funds for each county.

Cultural/Linguistic Competence: A set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. “Cultural” refers to integrated patterns of human behavior that include the language, thoughts, communications, actions customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. “Competence” implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities (Based on Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). Towards A Culturally Competent System of Care, Volume 1. Washington D.C.: Georgetown University Child Development Center, CASSP Technical Assistance Center).

Foundation for California Community Colleges (FCCC): As a non-profit organization, the FCCC is charged with benefitting, supporting and enhancing the California Community College system. It is the official foundation of the California Community Colleges’ Board of Governors and Chancellor’s Office.

Lived experience: A term used to describe those who are living with mental illness and considered in recovery from their illness. This term is used to describe the value of these individuals, who are often called consumers, in providing services to others based on their own experiences, and being able to serve as role models because of their ability to live a productive life managing their illness. Recovery is considered a process and the concepts used are derived from similar models in the disability and alcohol and drug field. A good article is http://fivecoucountymh.org/Docs/JacobsonCurtis%202-5-99%20fin.pdf

Logic Model: An analytical approach to planning effective student mental health training and technical assistance services. It outlines the specific problems to be addressed, strategies to be used, expected outcomes, and the links between strategies and outcomes.

Mid-Term and Final Report: A formal accounting of outcomes achieved by the contractor and due at the mid-point of the contract term and at the end of the contract.

On-site: A site other than the contractor’s office such as recipient’s location.

Region: For the purposes of this RFP, a “region” shall be defined as those community colleges in close geographic proximity so as to minimize travel time and maximize the opportunity for in-person participation, networking and inter-campus collaboration.

Regional Training: A training event designed to serve multiple California Community College campuses through presentation at a central location. The training is expected to consist of a body of knowledge or
set of skills provided to a group of people in a structured way, usually involving curriculum or course outline with supporting materials.

**Research-based programs:** Mental health programs whose effectiveness has been determined through the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to student and student veteran mental health services.

**Scientifically-based research:** Research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to student and student veteran mental health services.

**Suicide Prevention Training for Faculty and Staff:** A separate RFP and contract administered by the CCC SMHP office to provide online statewide suicide prevention training for faculty and staff.

**Technical Assistance (TA):** The provision of specialized services such as advice, guidance, consultation, coordination, instruction or training, and written materials to assist the California Community College system to better serve students and student veterans.

**Technical Assistance Day:** Eight hours of service providing TA and training. This may include time proportionately appropriate for preparation, travel, data analysis, report writing. Other activities which directly support tasks within the scope of work may be allowed with advance concurrence of the Foundation CCC SMHP office.

**Training Event:** A body of knowledge or set of skills provided to a group of people in a structured way, usually involving curriculum or course outline with supporting materials.
### ATTACHMENT 3
ACRONYMS

Note: This “Acronyms Attachment” is used in all CCC SMHP RFP/RFA’s. As a result, not all acronyms contained herein will apply to the TTA RFP.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACHA</td>
<td>American College Health Assessment</td>
</tr>
<tr>
<td>AFSP</td>
<td>American Foundation for Suicide Prevention</td>
</tr>
<tr>
<td>ARMS</td>
<td>Annual Regional Mental Health Seminar (ARMS) Component</td>
</tr>
<tr>
<td>ASCCC</td>
<td>Academic Senate of the California Community Colleges</td>
</tr>
<tr>
<td>BOG</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>CAPED</td>
<td>California Association of Postsecondary Education and Disability</td>
</tr>
<tr>
<td>CARE</td>
<td>Cooperative Agencies Resources for Education</td>
</tr>
<tr>
<td>CAYEN</td>
<td>California Youth Empowerment Network</td>
</tr>
<tr>
<td>CalMHSA</td>
<td>California Mental Health Services Authority</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>California Work Opportunities and Responsibility to Kids</td>
</tr>
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<td>CCC</td>
<td>California Community Colleges</td>
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<td>CCCMHSAC</td>
<td>California Community Colleges Mental Health Services Advisory Committee</td>
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<tr>
<td>CCC SMHP</td>
<td>California Community Colleges Student Mental Health Program (grant with CalMHSA)</td>
</tr>
<tr>
<td>CCCCO</td>
<td>California Community Colleges Chancellor’s Office</td>
</tr>
<tr>
<td>CCLC</td>
<td>Community College League of California</td>
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<tr>
<td>CDVA</td>
<td>California Department of Veterans’ Affairs</td>
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<tr>
<td>CiMH</td>
<td>California Institute for Mental Health</td>
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<tr>
<td>CNG</td>
<td>California National Guard</td>
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<tr>
<td>COAGC</td>
<td>Chancellor’s Office Advisory Group on Counseling</td>
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<tr>
<td>COAGSMH</td>
<td>Chancellor’s Office Advisory Group on Student Mental Health</td>
</tr>
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</table>
CSSOs  Chief Student Services Officers
CSU   California State University
DMH   Department of Mental Health
DRCC  Disaster Resistant Community Colleges
DSPS  Disabled Students Programs and Services
EOPS  Extended Opportunity Programs and Services
FCCC  Foundation for California Community Colleges
GI    Government Issue
GLS   Garrett Lee Smith
GPA   Grade Point Average
HTCTU High Tech Center Training Unit
HMS   Healthy Minds Study: an annual national survey that examines mental health issues among college students
ISP   Interactive Screening Program
HSACCC Health Services Association of the California Community Colleges
JPA   Joint Powers Authority
LGBTQ Lesbian, Gay, Bisexual, Transsexual, Questioning
MH    Mental Health
MHS   Mental Health Specialist
MHSA  Mental Health Services Act
MHSOAC Mental Health Services Oversight Accountability Commission
MHWA  Mental Health and Wellness Association
MOU   Memorandum of Understanding
NAMI  National Alliance for Mental Illness
NCDP  National College Depression Partnership
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>OAC</td>
<td>Oversight and Accountability Commission (also known as the Mental Health Oversight and Accountability Commission)</td>
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<td>OEF</td>
<td>Operation Enduring Freedom</td>
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<tr>
<td>OIF</td>
<td>Operation Iraqi Freedom</td>
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<td>PTSD</td>
<td>Post Traumatic Stress Disorder</td>
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<tr>
<td>QPR</td>
<td>Question, Persuade, Refer</td>
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<td>REMHDCO</td>
<td>Racial and Ethnic Mental Health Disparities Coalition</td>
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<tr>
<td>RFA/RFP</td>
<td>Request for Application/Request for Proposals</td>
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<td>SMHI</td>
<td>Student Mental Health Initiative</td>
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<td>SSSP</td>
<td>Student Services and Special Programs</td>
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<tr>
<td>TBI</td>
<td>Traumatic Brain Injury</td>
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<tr>
<td>TTA</td>
<td>Training and Technical Assistance</td>
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<tr>
<td>UC</td>
<td>University of California</td>
</tr>
<tr>
<td>UCOP</td>
<td>University of California, Office of the President</td>
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<tr>
<td>VA</td>
<td>Veterans’ Administration</td>
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<td>VRC</td>
<td>Veterans’ Resource Center</td>
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<tr>
<td>VC</td>
<td>Vice Chancellor</td>
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<tr>
<td>WET</td>
<td>Workforce, Education and Training</td>
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<tr>
<td>ZFF</td>
<td>Zellerbach Family Foundation</td>
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</table>
This contract calls for the development and creation of work protected under U.S. copyright law. The work produced under this contract is a “work for hire” and the contractor sells, assigns, and transfers to FCCC the entire right, title and interest to the copyright in all work produced as a deliverable under this contract. This assignment of rights includes any registrations and copyright applications, any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the material produced under this contract.

Contractor agrees and warrants:
1) that FCCC is the sole owner of all rights in and holds the complete and undivided copyright interest in all deliverables produced under this Agreement by the Contractor;
2) that all deliverables under this contract do not violate any existing copyright or other third party right and that to the best of the Contractor’s knowledge the deliverables shall not and do not infringe on the right owned by others;
3) that in the case of multi-authored deliverable produced under this contract, Contractor shall obtain copyright assignment from all co-authors, in writing, and authorization to assign the copyright to FCCC and that all co-authors have read and agree to the above warranties;
4) that all sub-contracts shall include the assignment of all copyright interests and that each sub-contractor shall warrant the sub-contractor holds the complete and undivided copyright interest in all deliverables required under the sub-contract.
5) that to the extent that Contractor is legally able to do so, Contractor shall grant to CalMHSA a non-exclusive license to use Contractor’s interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 6 (Confidentiality) of the Terms & Conditions, such license shall grant to CalMHSA a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and may authorize others to do the same by or on behalf of CalMHSA for non-commercial purposes. This explicitly includes the electronic copies of such copyrighted works. In Contractor’s contracts with subcontractors, Contractor shall expressly obligate its subcontractors to grant CalMHSA the aforesaid license rights as to subcontractor’s Deliverables under this Agreement.
ATTACHMENT 5
SAMPLE TA REQUEST FORM

TECHNICAL ASSISTANCE AND TRAINING APPLICATION

California Community College Student Mental Health Program

ADMINISTERED BY (CONTRACTOR NAME)
FOR THE
CALIFORNIA COMMUNITY COLLEGES CHANCELLOR’S OFFICE
AND THE
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

Please submit completed application four weeks prior to requested service to:

Name of Contractor:
Address:
Contact Person:
Telephone Number:
Fax Number:
E-mail Address:
## APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Contact Person: __________________________</th>
<th>Title: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization: __________________________</td>
<td>________________________________</td>
</tr>
<tr>
<td>Address: ________________________________</td>
<td>________________________________</td>
</tr>
<tr>
<td>City: __________________ State: ______ Zip: __________ County: __________________</td>
<td></td>
</tr>
<tr>
<td>Phone: __________________ Fax: __________</td>
<td></td>
</tr>
<tr>
<td>E-Mail: __________________ Website: __________________</td>
<td></td>
</tr>
</tbody>
</table>

2. Please check one of the following categories that best describes your organization:

- [ ] Community College
- [ ] County Mental Health
- [ ] Board
- [ ] Other County Agency
- [ ] Coalition/Community Partnership
- [ ] Other: ________________________________
- [ ] Community Based Organization

3. How did you hear about our TTA services? (Please check one):

- [ ] TTA Brochure  
- [ ] Colleague  
- [ ] Internet  
- [ ] Consultant  
- [ ] Coalition/Community Partner  
- [ ] County Mental Health  
- [ ] Community College  
- [ ] California Community Colleges  
- [ ] Chancellor’s Office (CCCCO)  
- [ ] Foundation for California Community Colleges (FCCC)  
- [ ] Previous Utilization  
- [ ] Other: ________________________________

4. Please write a brief description of your organization:


### A. TECHNICAL ASSISTANCE INFORMATION (Use additional paper, if necessary.)

1. What kind of assistance is needed? (Check all that apply)

- [ ] Training
- [ ] Product Development
- [ ] Consultation
- [ ] Facilitation
- [ ] Other

Please Describe: ________________________________

| TA #: |

Identify your primary goal(s) to be achieved through technical assistance or training.

Goal: ________________________________

Outcome(s):

1. ________________________________
2. ________________________________
3. ________________________________
2. Describe any previous attempts to address the TTA need(s) or obtain consultation or other resources. Also describe the results to those attempts:

____________________________________________________________________________________

3. Proposed TTA date(s) or timeline: ____________________________________________________

4. Estimated number of participants: ____________________________________________________

5. Where will the consultation or training occur? __________________________________________

6. Identify the geographic area(s) to be served by technical assistance or training service.

□ Campus □ District □ County/Local □ Statewide □ Regional

7. Please identify the population(s) that will be most impacted by the technical assistance of training services. (Check all that apply):

Gender: □ Male □ Female □ Both

Age Group: □ Seniors □ Adolescent/Teens □ No Specific Age □ Adults

Professional: □ Faculty □ Community Partnership □ General Student Population □ Student Veteran Population □ Other: __________

Unserved/Underserved:

□ African American □ Caucasian □ Native American
□ Asian/Pacific Islander □ Latino/a □ Other: __________
□ Veterans □ LGBTQ

8. Are you requesting a specific consultant or consultants? □ No □ Yes If yes, please specify:

____________________________________________________________________________________

____________________________________________________________________________________


51
ATTACHMENT 6
MONTHLY REPORT FORMAT

1) Provide status update on each project goal and objective

2) The monthly report must include a summary of TTA requests with a brief description of each request.

3) Provide the following in table format (sample tables attached):
   
   Table 1: Summary of TTA Requests and Assignments
   Table 2: Technical Assistance Day Utilization
   Table 3: Technical Assistance Requests by Community college campus
   Table 4: Referral Source
   Table 5: Type of Organization Making Request
   Table 6: Type(s) of Technical Assistance Provided
   Table 7: Technical Assistance Subject Area
   Table 8: Summary of Training Events
   Table 9: Training Events This Month

4) Indicate any problems or difficulties identified during the month and methods used or recommendations for resolving problems or difficulties.
TRAINING AND TECHNICAL ASSISTANCE (TTA) OUTCOME REPORT
(Provide the following information for each TTA provided)

1. Name/Address/Contact Person of Group Requesting Assistance

2. Name of TTA Provider (Contractor or Consultant)

3. Date(s) TTA Provided

4. Direct service recipient(s) (i.e., faculty, staff, students, community partners, etc.)

5. Narrative description of TTA services provided
   A. Background – Description of problem or need addressed by technical assistance
   B. Description of services provided
   C. Number and description of target population(s) service is provided to
   D. Findings/Outcomes/Observations
   E. Recommendations
   F. Other

6. Amount of Hours Spent by TTA Provider
   ________ Preparation
   ________ Travel
   ________ Direct Services (Consultation and/or Training)
   ________ Other (Specify) ________________________________

7. Attach List and Copies of Relevant Materials (i.e., outlines, sign-in sheets, evaluation forms, etc.)
Table 1
Summary of TA Requests

<table>
<thead>
<tr>
<th>Technical Assistance</th>
<th>Number</th>
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<tbody>
<tr>
<td></td>
<td>Month</td>
</tr>
<tr>
<td></td>
<td>To Date</td>
</tr>
<tr>
<td>Total Requests</td>
<td></td>
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<tr>
<td>Assignments Completed</td>
<td></td>
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<tr>
<td>Assignments in Progress</td>
<td></td>
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<tr>
<td>Requests Canceled</td>
<td></td>
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<tr>
<td>Requests Referred</td>
<td></td>
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<tr>
<td>Requests Denied</td>
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Table 2
TA Day Utilization

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<th>Type of Activity</th>
<th>Days in Progress</th>
<th>Days Completed</th>
<th>Total Days</th>
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<td>1) CCC SMHP office Requested TA</td>
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<tr>
<td>TA/Training</td>
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<tr>
<td>2) Campus Requested TA</td>
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<tr>
<td>Served by Consultants</td>
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<td>Served by Staff</td>
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<tr>
<td>Served by Workshops</td>
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<tr>
<td>3) Documents, Resource Development, Newsletters</td>
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<td>TOTAL</td>
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<td></td>
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<tr>
<td>California Community College</td>
<td>Month of Requests</td>
<td>Total Requests to Date</td>
<td>Percent to Date Overall</td>
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<tr>
<td>Allan Hancock College</td>
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<td>American River College</td>
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<td>Antelope Valley College</td>
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<td>Coastline Community College</td>
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<td>College of Marin</td>
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<td>College of San Mateo</td>
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<td>College of the Canyons</td>
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<td>College of the Desert</td>
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<td>College of the Redwoods</td>
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<td>Contra Costa College</td>
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<td>El Camino College</td>
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<td>Source</td>
<td>Requests in Month</td>
<td>Total to Date (TTD)</td>
<td>This Month as % of TTD</td>
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<td>--------------------------------------------</td>
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<td>Consultant</td>
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<td>County Mental Health Program</td>
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<td>Training Event/Brochure</td>
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<td>Internet</td>
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<td>Previous Utilization</td>
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### TABLE 5
Type of Organization Making Request

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<thead>
<tr>
<th>Organization Type</th>
<th>Requests in Month</th>
<th>Total to Date (TTD)</th>
<th>This Month as % of TTD</th>
<th>Percent to Date Overall</th>
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<tbody>
<tr>
<td>Board</td>
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<td>Community College Campus</td>
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<td>Community Partnership</td>
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<td>Community Based Organization</td>
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<tr>
<td>County Mental Health Program</td>
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<td>County Agency – Other</td>
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<td>Health Service Agency</td>
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<td>Non-profit Organization</td>
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<tr>
<td>Professional Association</td>
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<td>CCC SMHP office</td>
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<tr>
<td>Other</td>
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<tr>
<td>TOTAL</td>
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### TABLE 6
Type(s) of TTA Provided

<table>
<thead>
<tr>
<th>Type of TA</th>
<th>Requests in Month</th>
<th>Total to Date (TTD)</th>
<th>Total Type as % of Requests</th>
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<tbody>
<tr>
<td>Technical Assistance/Consultation</td>
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<tr>
<td>Training</td>
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<td>Facilitation</td>
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### TABLE 7
**TTA Subject Areas**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Requests in Month</th>
<th>Total to Date (TTD)</th>
<th>Total Type as % of Requests</th>
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</thead>
<tbody>
<tr>
<td>Prevention/Early Intervention Best Practice Service Models</td>
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<td>Suicide Prevention Training</td>
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<tr>
<td>Scientifically Based Research</td>
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</tr>
<tr>
<td>Student Veteran Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Partnership Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Evaluation/Evaluation Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Development &amp; Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic and Community Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource/Fund Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TABLE 8
**Summary of Training Events**

<table>
<thead>
<tr>
<th>Number</th>
<th>Training Events Scheduled</th>
<th>Training Events Conducted To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type (Campus/Regional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TABLE 9
**Training Events This Month**

<table>
<thead>
<tr>
<th>Training</th>
<th>CCC Campus or Regional Training</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

58
ATTACHMENT 7
SAMPLE PROJECT WORK PLAN

1. PROGRAM GOAL: ____________________________________________
________________________________________________________________

<table>
<thead>
<tr>
<th>2. OBJECTIVES</th>
<th>3. TASKS</th>
<th>4. PERFORMED BY WHOM</th>
<th>5. OUTCOME</th>
<th>6. TIME FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

59
### ATTACHMENT 8
SAMPLE LOGIC MODEL WORK SHEET

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Outputs</th>
<th>Outcomes -- Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activities</td>
<td>Participation</td>
</tr>
<tr>
<td></td>
<td>Short</td>
<td>Medium</td>
</tr>
</tbody>
</table>

- **Inputs**
  - What are the existing resources available to carry out the work?

- **Outputs**
  - What needs to get done to make the project successful?
  - Who needs to be involved and how to carry out the work?

- **Outcomes -- Impact**
  - What are the goals, objectives and impact of the proposed program?

### Assumptions:
What other assumptions are made as it relates to the projected success of the program?

### External Factors:
What other external factors must be considered and what barriers need to be removed to encourage success?

Acknowledgement for the sample logic model is given to the W.K. Kellogg Foundation. For more information, please refer to: [http://www.wkkf.org/](http://www.wkkf.org/)
### ATTACHMENT 9

**CCC SMHP Logic Model**

<table>
<thead>
<tr>
<th>Inputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funding support from CalMHSA</td>
</tr>
<tr>
<td>Partnership between the CCCCO and FCCC for fiscal and program oversight</td>
</tr>
<tr>
<td>Staff support at the CCCCO, CCC MHSAC and other stakeholder groups</td>
</tr>
<tr>
<td>CCCCO and FCCC infrastructure support: website, CCC Confer, facilities, 800 number</td>
</tr>
<tr>
<td>Committed partners throughout the CCC system</td>
</tr>
<tr>
<td>Community partners (NAMI, Ca Network, REMHDCO, veteran’s organizations, etc)</td>
</tr>
<tr>
<td>Private partnerships (Zellerbach Family Foundation)</td>
</tr>
<tr>
<td>Existing models and programs that can be shared</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Outputs</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop and implement a campus based mini grant process to fund faculty and staff training, peer to peer, and suicide prevention resources on 12 California community college campuses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Develop and implement a statewide student mental health training and technical assistance system to: support implementation of the campus grants; provide regional trainings on priority student mental health topics, including the needs of student veterans; develop resources and tools that can be used on all campuses and throughout all communities in the state.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Develop a statewide effort to support online faculty and staff training in all interested campuses and districts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Evaluate project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Collaborate with stakeholders, CSU and UC, community groups, and county mental health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Participate in the CalMHSA Student Mental Health Consortium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCCSMHP Project staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCCMHSAC (includes participation by stakeholder groups)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key groups: CSSOs, HSACC, MHWA, DSPS, DRCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TTA provider (contractor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online gatekeeper training provider/vendor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus grant contacts/coordinators evaluator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County mental health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CalMHSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agencies/ organizations funded through other statewide projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU and UC representatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans services organizations and partners doing similar work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty, staff, and students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 campus grants funded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TTA contractor identified and SOW developed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training needs and grant priorities identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online training provider or vendor identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campuses or venues for regional trainings on priority topics identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCCSMHAC’s role and responsibilities revised and 3 meetings convened</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods for coordinating with CSU and UC detailed and refined</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Short</th>
<th>Outcomes -- Impact</th>
<th>Long</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase in CCC faculty, staff, and student knowledge of suicide or its risk factors (measure: pre/post surveys, sign in sheets or tracking at workshops and online events)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase in the number of quality resources available to faculty, staff, and students to support mental health and wellness at all campuses and communities (measure: curricula, presentations, guides, fact sheets, protocols, web resources)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease in incidents of suicide or suicide attempts among students (HSACC data, state level data sources)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student success and retention through increased access to quality student support services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State and local capacity to support all students at risk of mental health conditions, by creating linkages with community resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: sustainable programs created through formal partnerships with county mental health and other agencies (MOUs, PEI plans)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long term outcomes are jointly obtained by all three systems and other statewide programs in an integrated approach facilitated by CalMHSA and inclusive of stakeholder input</td>
</tr>
<tr>
<td>Campuses or districts will participate application process for campus grant funding</td>
</tr>
<tr>
<td>CCC staff support will be maintained</td>
</tr>
<tr>
<td>Ability for timely flow of funding to allow for immediate implementation</td>
</tr>
<tr>
<td>Balanced approach with respect to administrative requirements for reporting and data collection</td>
</tr>
<tr>
<td>Programs and services are scalable to existing funding and achievable within grant timeframes (4 years)</td>
</tr>
<tr>
<td>Data driven, culturally competent and appropriate services for students, faculty, staff</td>
</tr>
<tr>
<td>Wellness and resilience focus across the lifespan; reflective of diverse populations and individuals with lived experience</td>
</tr>
<tr>
<td>Statewide approach with consideration to geographic diversity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal uncertainty at state and local level may impact ability to obtain sustainability</td>
</tr>
<tr>
<td>DOF proposal to cut key state administrative positions, including the CCCs</td>
</tr>
<tr>
<td>Low morale among campus mental health providers due to increase in needs while funding resources decrease</td>
</tr>
</tbody>
</table>

Rev. 7/09
ATTACHMENT 10
SAMPLE BUDGET FORMAT

Budget Year __________

<table>
<thead>
<tr>
<th>PERSONNEL SERVICES</th>
<th>Salary Range Monthly/Hourly</th>
<th># Months or Hours</th>
<th>Percent of Time</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Classification</td>
<td>$ ____ - $ ____</td>
<td>____</td>
<td>____</td>
<td>$ ____</td>
</tr>
<tr>
<td>Position Classification</td>
<td>$ ____ - $ ____</td>
<td>____</td>
<td>____</td>
<td>$ ____</td>
</tr>
<tr>
<td>Position Classification</td>
<td>$ ____ - $ ____</td>
<td>____</td>
<td>____</td>
<td>$ ____</td>
</tr>
</tbody>
</table>

Fringe Benefits (______ %)

TOTAL PERSONNEL SERVICES $ __________

<table>
<thead>
<tr>
<th>OPERATING EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent ($_____/sq. ft. x _____ sq. ft. x _____ 12 months)</td>
</tr>
<tr>
<td>Consultants (include formula in budget justification)</td>
</tr>
<tr>
<td>Travel and per diem (Consultant)</td>
</tr>
<tr>
<td>Travel and per diem (Staff)</td>
</tr>
<tr>
<td>Telephone/FAX</td>
</tr>
<tr>
<td>Postage</td>
</tr>
<tr>
<td>Office Supplies</td>
</tr>
<tr>
<td>Printing and Duplication</td>
</tr>
<tr>
<td>Equipment (Rental, Use Allowance or Deprecation) (list type of equipment)</td>
</tr>
<tr>
<td>Subcontractor</td>
</tr>
</tbody>
</table>

TOTAL OPERATING EXPENSES $ ________

| INDIRECT COSTS (______% X $______) | $ ________ |

TOTAL BUDGET $ ________

NOTE: Line items listed are samples only. Respondent is to list those personnel and operating expenses needed to support their proposal.
ATTACHMENT 11
SAMPLE EVALUATION FORM
TRAINING AND TECHNICAL ASSISTANCE (TTA) EVALUATION

TA Number: ________________

Campus: _________________________________________________________________________

Consultant(s) who provided service: _________________________________________________

Evaluation completed by: _____________________________________________________________

1. How helpful was the consultant’s information?
   ___ no help   ___ almost no help   ___ of limited help   ___ moderately helpful   ___ very helpful

2. Please indicate how the information/assistance was helpful, or if it was not helpful why.
   _____________________________________________________________________________
   _____________________________________________________________________________

3. Please tell us how the technical assistance was helpful in building the capacity of your organization.
   _____________________________________________________________________________
   _____________________________________________________________________________

4. Please tell us how the technical assistance/training was helpful in assisting your program with implementing specific student/student veteran mental health objectives.
   _____________________________________________________________________________
   _____________________________________________________________________________

5. If you have not found the information/assistance helpful yet, do you think it will be in the future?
   ___ Yes   ___ No   ___ Not applicable

Please rate the consultation using a scale of 1 to 5 (1 is least effective, 5 is most effective).

   1   2   3   4   5

1. The consultant appeared competent in his/her field and brought the necessary background and experience for dealing with the designated problem area:
   1   2   3   4   5

2. The consultant dealt fully and adequately with the specific areas of requested assistance.
   1   2   3   4   5

3. The consultant’s recommendations were timely, practical, and addressed our needs:
   1   2   3   4   5

4. How would you rate the responsiveness of Contractor’s consultants and staff in meeting your consulting needs?
   1   2   3   4   5

5. On a scale of 1-10, please rate your satisfaction with the services delivered (10 being the highest score). _______
Does your campus require additional assistance at this time?  ___ Yes  ___ No
Please add any additional comments or suggestions for improvement on the back of this page.

Thank you for your feedback! If you have any questions or future technical assistance needs, please contact us:

Name of Contractor:
Address:
Contact Person:
Telephone Number:
FAX Number:
Email Address:
ATTACHMENT 12
SAMPLE FOLLOW-UP EVALUATION FORM

TECHNICAL ASSISTANCE AND TRAINING
30-DAY FOLLOW-UP EVALUATION

Contact Name:
Client Organization:
Address:

Consultant(s) who provided service:

Evaluation completed by:

Please respond to the following questions about the technical assistance or training you received through (Insert Contractor name).

<table>
<thead>
<tr>
<th>Question</th>
<th>Very Useful</th>
<th>Some Useful</th>
<th>Not Very Useful</th>
<th>Not at All Useful</th>
<th>Don’t Know</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How useful was the TA or training to your campus?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. How relevant was the TA or Training to the mental health goals of your campus?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Were you given practical examples during the TA or training?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4. Were you given suggestions for applying the information at your campus?</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>5. Would you recommend TA or training to your colleagues?</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6. In retrospect, was the time you spent in TA or training worthwhile?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6a. If not, why?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

7. What elements of the TA or training were most useful? Please be specific:

8. What elements of the TA or training were least useful? Please be specific.

9. What elements of the TA or training have you put into practice? Please be specific.
10. How often have you participated in the following activities since the TA or training?  

<table>
<thead>
<tr>
<th></th>
<th>Very Often</th>
<th>Often</th>
<th>Not Very Often</th>
<th>Never</th>
<th>Don’t Know</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Shared some of the acquired information with others.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>b) Used TA or training materials.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>c) Applied ideas from the TA or training to the operations of your organization.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

11. Have you formally trained others in what you learned?  

☐ Yes  ☐ No

If yes:  

a) How many people have you trained? __________

b) Whom did you train?

☐ Students
☐ Faculty Members
☐ Campus Staff
☐ Persons in the community

Thank you for your responses. Please write any additional comments or suggestions below, or feel free to contact:

Name of Contractor:  
Address:  
Contact Person:  
Telephone Number:  
FAX Number:  
Email Address:
This SERVICES AGREEMENT ("Agreement") is made this __ day of _______________, ____, between the Foundation for California Community Colleges ("FCCC"), a California non-profit 501(c)(3) corporation and ________________ ("Contractor").

1. Background

FCCC is the official auxiliary foundation for the California Community College system, recognized by the Board of Governors under California Education Code § 72670.5. FCCC is the fiscal agent for the California Community Colleges Student Mental Health Program ("CCC SMHP"). FCCC receives funding for CCC SMHP via an agreement with the California Mental Health Service Authority ("CalMHSA").

Contractor agrees to perform all its duties and to comply with all federal, state, and local laws and regulations applicable to CCC SMHP, including but not limited to those identified in this Agreement.

2. Services, Deliverables

Contractor shall perform the services and meet the deliverables set forth in RFP #12-001, which in its entirety shall serve as Exhibit A (the "Services").

3. Term, Termination

3.1 Term. The period of this Agreement is from _____ to ____ ("Term") at which time, this Agreement will automatically terminate. Any extension to this Agreement must be in writing and signed by authorized signatories of FCCC and the Contractor.

3.2 Termination for Convenience. FCCC shall have the right to terminate the agreement with the Contractor, for any reason, without penalty, at any time by providing Contractor with written notice of the termination at least thirty (30) days in advance.
3.3 Procedures at Termination. Contractor must cease or reduce work immediately upon receiving the notice of termination or as required by the written notice and take all steps possible to mitigate losses. FCCC shall only be liable to Contractor for the actual amount of time Contractor devoted to performing Services pursuant to this Agreement, up until the effective date of the cancellation or as otherwise identified, in writing, by FCCC. This provision does not preclude FCCC from raising disputes concerning Contractor’s Services rendered. Contractor hereby waives any other claim for damages including but not limited to damages claims for lost profits, liquidated damages, punitive damages, general or special damages, indirect or consequential damages arising from FCCC’s termination of this Agreement.

4. Compensation

4.1 Payment. FCCC shall compensate Contractor for Services provided under this Agreement, retaining the right to withhold payment for any unsatisfactory Services until such time as the Services are performed satisfactorily. [Time will be compensated based on the intervals/milestones as follows: _____ OR a flat fee of $___ per month OR at an hourly rate of $___ per hour.] The total not-to-exceed amount of this Agreement is $______. Payments to Contractor will be made upon receipt of an invoice itemizing costs. Any travel costs will be paid on a cost reimbursable basis at actual costs when supported by receipts and approved by the FCCC Program Director identified in section 5 (Notices).

5. Notices

All notices and other communications required or permitted to be given under this Agreement, including but not limited to any notice of change of address, must be directed to the following individuals:

FOUNDATION:

PROGRAM DIRECTOR (All Programmatic Issues):
Jorge J.C. Sales
Program Manager, CCC SMHP
Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95811
916-425-8575
SMHP@foundationccc.org

CONTRACTS (Contracts Issues Only, including but not limited to Contract Notices):
Contracts Manager
Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95811
916-325-4300

CONTRACTOR:

INDIVIDUAL NAME
COMPANY NAME
ADDRESS
PHONE NUMBER
All notices shall be in writing and shall be emailed, personally delivered, certified mail, postage prepaid and return receipt requested, or by overnight courier service. Notice shall be deemed effective on the date emailed, personally delivered, or if mailed, five (5) days after deposit of the same in the custody of the United States Postal Service or overnight courier service.

6. Confidentiality

6.1 Contractor shall not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in Contractor’s assigned duties and for the benefit of FCCC, any of FCCC’s Confidential Information, either during or after Contractor’s relationship with FCCC. Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the business in which FCCC is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FCCC, whether or not such information is identified as Confidential Information by FCCC. This paragraph shall survive the expiration or early termination of this Agreement.

6.2 Subject to all applicable federal state and/or local laws or regulations, the Contractor must agree that Protected Health Information (PHI), as defined in 45 CFR Section 164.501, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Agreement will be kept confidential and not be disclosed to any other person. The Contractor must agree to immediately notify FCCC if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this Agreement. This provision shall remain fully effective five years after termination of services to FCCC.

7. Intellectual Property

7.1 Contractor agrees that any and all Services rendered and documents or other materials, inventions, processes, and/or trademarks or servicemarks first created, first developed or first produced pursuant to this Agreement (“Work Product”) whether by Contractor, or any employees or subcontractors to Contractor, shall be and are Work Made for Hire pursuant to Section 201 of the United States Copyright Act of 1976, as amended (the “Copyright Act”). The copyright for all Work Product first created, first developed, or first produced as a result of this Agreement shall belong to FCCC and all rights, title, and interest in and to the Work Product first created, first developed, or first produced under this Agreement or under any subcontract shall be assigned and transferred to FCCC. This Work Made for Hire clause shall survive the expiration or early termination of this Agreement. Accordingly, without limiting the generality of the foregoing, FCCC shall be deemed to own, without any restrictions or limitations whatsoever, the sole and exclusive rights to prepare derivative works based on the Work Product and to reproduce, adapt, distribute, publicly perform and display, sublicense and otherwise exploit the Work Product and such derivative works, by any and all means and in any and all media now or hereafter known throughout the world and in perpetuity.

7.2 To the extent the Work Product is not deemed to be a Work Made for Hire, Contractor hereby irrevocably and unconditionally assigns, transfers, releases, and conveys to FCCC all rights, title and interest to such Work Product, including but not limited to all other patent rights, copyrights, trademark rights, and trade secret rights.
7.3 To the extent that Contractor is legally able to do so, Contractor shall grant to CalMHSA a non-exclusive license to use Contractor’s interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 9 (Confidentiality), such license shall grant to CalMHSA a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and may authorize others to do the same by or on behalf of CalMHSA for non-commercial purposes. This explicitly includes the electronic copies of such copyrighted works. In Contractor’s contracts with subcontractors, Contractor shall expressly obligate its subcontractors to grant CalMHSA the aforesaid license rights as to subcontractor’s Deliverables under this Agreement.

7.4 Contractor represents and warrants to FCCC all of the following: (a) that Contractor owns and controls all the intellectual property rights for any work not first created, first developed or first produced pursuant to this Agreement, or if licensed by Contractor, Contractor has all necessary rights and licenses to grant the license and rights granted herein; trade secret know-how, moral rights or other intellectual property rights of any third party; and (b) there are no contracts which prohibit Contractor from (i) performing the Services necessary to fulfill the terms of this Agreement and (ii) licensing to FCCC all the rights granted hereunder.

7.5 If this Agreement is terminated, Contractor will promptly, upon request, provide to FCCC all Work Product prepared, in both hard and soft format. FCCC retains the right to use Work Product regardless of any disputes including but not limited to disputes over compensation.

8. Provisions Relating to Data:

8.1 “Data” as used in this Agreement means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work; or be usable or be used to define a design or process; or support a premise or conclusion asserted in any deliverable document called for by this Contract. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical models, collections or extrapolations of data or information, etc. It may be in machine form, as punched cards, magnetic tape, computer printouts, or may be retained in computer memory.

8.2 “Generated data” is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at FCCC and/or CalMHSA expense, together with complete documentation thereof, shall be treated in the same manner as generated data.

8.3 “Deliverable data” is that data which under terms of this Agreement is required to be delivered to CalMHSA. Such data shall be property of CalMHSA.

8.4 Prior to the expiration of any legally required retention period and before destroying any data, Contractor shall notify FCCC and CalMHSA of any such contemplated action; and CalMHSA may within 30 days of said notification determine whether or not this data shall be further preserved. If it makes such a determination, CalMHSA shall pay the expense of further preserving this data. CalMHSA shall have unrestricted reasonable access to the data that is preserved in accordance with this Contract.
8.5 Contractor shall use best efforts to furnish competent witnesses and to identify such competent witnesses to testify in any court of law regarding data used in or generated under the performance of this Contract.

9. Publication of Evaluation Data or Reports

9.1 Contractor shall not disclose data or documents or disseminate the contents of the final or any preliminary report without written permission of FCCC and CalMHSA. However, all public entities shall comply with California Public Records Act (Government Code Sections 6250 et seq.) and the Freedom of Information Act (Title 5 of the United States Code Section 552), as applicable. The obligations herein not to disclose is also subject to other applicable federal state and/or local laws or regulations, including but not limited to the Richard McKee Transparency Act of 2011.

9.2 Permission to disclose information or documents on one occasion shall not authorize Contractor to further disclose such information or documents on any other occasions except as otherwise provided in the Contract or required by law.

9.3 If requested by FCCC or CalMHSA, Contractor shall require each of its employees or officers who will be involved in the performance of this Contract to agree to the above terms in a form to be approved by State and shall supply State with evidence thereof.

9.4 Each subcontract shall contain the foregoing provisions related to the confidentiality of data and nondisclosure.

9.5 After any data or documents submitted has become a part of the public records of CalMHSA, Contractor may at its own expense and upon written approval by CalMHSA, publish or utilize the same data or documents but shall include the following Notice:

LEGAL NOTICE

This report was prepared as an account of work sponsored by the California Mental Health Services Authority (CalMHSA), but does not necessarily represent the views of CalMHSA or its staff except to the extent, if any, that it has formally been approved by CalMHSA. For information regarding any such action, communicate directly with CalMHSA’s Executive Director. Neither CalMHSA, nor any officer or staff thereof, or any of its contractors or subcontractors makes any warranty, express or implied, or assumes any legal liability whatsoever for the contents of this document. Nor does any party represent that use of the data contained herein, would not infringe upon privately owned rights without obtaining permission or authorization from any party who has any rights in connection with the data.

9.6 Disclaimer of Responsibility for Content of Contractor’s Publications. If Contractor allows members of the public to contribute to its website, blog, social media page, or other site, Contractor shall display a disclaimer substantially similar to the following:

All information, data, text, software, music, sound, photographs, video, messages, blog posts, user comments and other materials, whether publicly posted or privately transmitted, are the sole responsibility of the individual source of said content. Individuals using this site are entirely responsible for the content they upload, post, e-mail, transmit, or otherwise make available here. [Contractor], FCCC, and CalMHSA are
in no way responsible for the content posted here, and therefore cannot guarantee its accuracy, integrity, or quality. By using this site, you may be exposed to content that is offensive or objectionable. Under no circumstances are we liable for content that includes errors or omissions, or for loss or damage of any kind incurred as a result of using this site’s content.

10. Insurance and Indemnification

10.1 Indemnification. The Contractor, its/heir/her heirs and/or its/heir/her approved assigns ("Indemnitor") agrees to indemnify, defend, and hold FCCC and its directors, officers, agents and employees (collectively “Indemnitees”) harmless from any and all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorneys’ fees resulting from, arising out of, or connected with (a) the performance of services or omissions relating to same under this Agreement by Contractor, Contractor’s employees, Contractor’s subcontractors, or any person or entity for whom Contractor is responsible; (b) any breach by Contractor of this Agreement; and/or (c) Indemnitor’s or Indemnitees’ infringement or misappropriation of any intellectual property rights relating, in any way, to the performance of Services. Indemnitor’s indemnification obligations will not be limited by any assertion or finding that (1) Indemnitees are liable by reason of non-delegable duty, or (2) losses were caused in part by the negligence, breach of contract, or violation of law by Indemnitees. FCCC must approve the extension of all settlement offers and approval will not be unreasonably withheld. The Indemnitor will furnish Indemnitees with all related evidence in its control regardless of any disputes. The duty to defend (including by counsel) shall arise regardless of any claim or assertion including, but not limited to, those claims or assertions that Indemnitees caused or contributed to the losses, liabilities, claims, demands, costs, expenses or damages. Nothing in this Agreement shall constitute a waiver or limitation of any rights which Indemnitees may have under applicable law, including without limitation, the right to implied/equitable indemnity.

10.2 Insurance. Contractor, at Contractor’s sole cost and expense, will obtain, keep in force, and maintain throughout the term of this Agreement evidence of the required insurance coverage set forth below. All insurance required to be carried by Contractor and/or Indemnitor shall be primary, and not contributory, to any insurance carried by FCCC. Contractor, upon the execution of this Agreement, shall cause their insurance carrier(s) to furnish FCCC with a properly executed Certificate(s) of Insurance, including copies of additional insured endorsement adding “Foundation for California Community Colleges, its directors, officers, and employees” to the General Liability policy. Coverages required will not limit any liability of Contractor and shall include:

A. Workers’ compensation as required under the Workers’ Compensation and Safety Act of the State of California, as amended from time to time.

B. Commercial general liability insurance with a combined single limit of no less than $1 million per occurrence and automobile liability insurance for all owned, scheduled, or hired automobiles with a combined single limit of no less than $1 million per accident. Each policy of insurance required in subsection B shall state that not less than thirty days’ written notice shall be given to FCCC prior to cancellation; and, shall waive all rights of subrogation against the additional insured

C. Contractor shall notify FCCC in the event of material change in, or failure to renew each policy required under subsections A or B.

D. Prior to commencing work, Contractor shall deliver to FCCC certificates of insurance and any required additional insured endorsements demonstrating compliance with these requirements.
Any failure of FCCC to require certificates of insurance and additional insured endorsements shall not operate as a waiver of these requirements.

11. Independent Status

It is understood and agreed that Contractor is an independent contractor, and no relationship of employer and employee is created by this Agreement. Contractor is not the agent or employee of CCC SMHP in any capacity whatsoever, and CCC SMHP shall not be liable for any acts or omissions by Contractor nor for any obligations or liabilities incurred by Contractor.

12. General Terms

12.1 Captions and Interpretation. Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. Paragraph headings shall not be deemed to define, limit or extend the scope or intent of the paragraphs to which they appertain.

12.2 Assignment and Delegation. This Agreement may not be assigned or otherwise transferred by either party without the prior written consent of the other party; however, either party will have the right to assign its rights and obligations under this Agreement in connection with a merger, acquisition, or sale transfer of substantially all of its assets. Any assignment by Contractor not in accordance with this paragraph will be void, at the option of FCCC.

12.3 Subcontracting Conflicts. Contractor may not employ subcontractors, unless provided Contractor submits a request to FCCC to employ subcontractors and FCCC approves said request in writing. All subcontracts approved by FCCC and entered into by Contractor with an approved subcontractor shall the provisions in Section 7 (Intellectual Property). Notwithstanding the foregoing, Contractor will not hire any current or past employee of FCCC to perform any Services covered by this Agreement. Contractor represents and warrants that to the best of its/his/her knowledge, there exists no actual or potential conflict between Contractor’s family, business, or financial interests and FCCC or the Services provided under this Agreement. Contractor agrees to promptly disclose, in writing, to the FCCC Contract Contact listed under Section 5 (Notices) above any actual or potential conflicts of interests.

12.4 Legal and Regulatory Compliance. Contractor shall perform all Services in compliance with the applicable requirements of laws, codes, rules, regulations, ordinances, and standards of the State of California, and applicable federal and local law.

12.5 Non-Discrimination. The Contractor shall not discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. The Contractor shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Contractor shall comply with all applicable federal state and/or local laws or regulations including but not limited the provisions of the Fair Employment and Housing Act (Government Code section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Contractor shall require nondiscrimination compliance by Contractor’s employees, subcontractors, or any person or entity for whom Contractor is responsible and shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
12.6 Child Support Compliance Act. In accordance with Public Contract Code 7110, the Contractor must acknowledge that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and (b) it shall fully comply with the earnings assignment orders of all employees and will provide the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

12.7 Audits; Access to Records. The Contractor shall make available to FCCC and CalMHSA for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to FCCC and/or CalMHSA, and shall furnish to FCCC and/or CalMHSA such other evidence or information as FCCC and/or CalMHSA may require with regard to any such expenditure or disbursement charged by the Contractor. The Contractor shall maintain full and adequate records in accordance with CalMHSA requirements to show the actual costs incurred by the Contractor in the performance of this Agreement. If such books and records are not kept and maintained by the Contractor within the State of California, the Contractor shall, upon request of FCCC and/or CalMHSA, make such books and records available to FCCC and/or CalMHSA for inspection at a location within the state or Contractor shall pay to FCCC and/or CalMHSA the reasonable, and necessary costs incurred by FCCC and/or CalMHSA in inspecting the Contractor’s books and records, including, but not limited to, travel, lodging and subsistence costs. The Contractor shall provide such assistance as may be reasonably required in the course of such inspection. FCCC and CalMHSA further reserve the right to examine and reexamine said books, records and data during the three (3) year period following termination of the Agreement or completion of all work hereunder, and the Contractor shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for three (3) years after FCCC makes the final or last payment or within three (3) years after any pending issues between FCCC and/or CalMHSA and the Contractor with respect to this Agreement are closed, whichever is later.

12.8 Documents and Materials. The Contractor shall maintain and make available to FCCC and CalMHSA for its inspection and use during the term of this Agreement, all Documents and Materials. Contractor agrees to provide FCCC access (with the ability to copy same) to Contractor’s records arising, in any way, under this Agreement (“Records”), within five (5) calendar days of a written request for such access. Contractor will preserve Records as required by applicable federal, state or local laws, but in no event for a period of less than three (3) years from the date of final payment under this Agreement. This paragraph is deemed material to the formation of this Agreement. It is the responsibility of the Contractor to insure all documents and materials are in compliance with applicable industry regulations and standards.

12.9 Advertising or Publicity. Contractor shall not use the name of FCCC or CalMHSA, its officers, directors, employees or agents, in advertising, social marketing campaigns, publicity releases or otherwise without securing the prior written consent of FCCC or CalMHSA in each instance.

12.10 Use of Public Funds. Contractor, including its officers and members, shall not use funds received pursuant to the Agreement to support or pay for costs or expenses related to the following: (1) Campaigning or other partisan activities to advocate for either the election or defeat of any candidate for elective office, or for or against the passage of any proposition or ballot measure; or (2) Lobbying for either the passage or defeat of any legislation. This provision is not intended and shall not be construed to limit any expression of a view, opinion, or position of any member of Contractor as an individual or
private citizens, as long as state funds are not used; nor does this provision limit Contractor from merely reporting the results of a poll or survey of its membership.

12.11 Taxes. The Contractor shall be solely liable for all taxes, including but not limited to personal property or use taxes, on all equipment, material, software or other property owned, leased, or otherwise used by the Contractor in performance of the contract.

12.12 Debarment and/or Suspension. Contractor shall comply with Executive Order 12549, Debarment and Suspension. Contractor represents and warrants that Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency or any California state department or agency.

12.13 Entire Agreement. This Agreement constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between FCCC and Contractor regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by FCCC and shall not be of any effect or in any way binding upon FCCC. [If there are exhibits: To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail.]

12.14 Modification of Agreement. This Agreement may be modified only by a written agreement dated subsequent to the effective date and signed by authorized representatives of each party. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

12.15 Law to Govern; Venue. This Agreement shall be interpreted, governed and construed in accordance with the internal substantive laws of the State of California. Any dispute or claim arising from this Agreement shall be resolved in a state or federal court in Sacramento, California. The parties specifically submit to the personal jurisdiction and subject matter jurisdiction of the state and federal courts located in Sacramento, California.

12.16 Taxpayer Identification. A Federal Form W-9, Request for Taxpayer Identification number and Certification must be completed by Contractor immediately following execution of this Agreement and shall thereafter be promptly transmitted to FCCC.

12.17 Time of the Essence. Time is of the essence with respect to all provisions of this Agreement.

12.18 Construction of Agreement. Both parties have participated in the negotiation and drafting of this Agreement. Therefore, the terms and conditions of this Agreement shall not be construed against either party as the drafting party.

12.19 Execution of this Agreement. The Parties agree that this Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy or facsimile may serve as an original. If this Agreement is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this Agreement.

12.20 Authority to Bind. The parties each represent and warrant that the signatories below are authorized to sign this Agreement on behalf of themselves or the party on whose behalf they execute this
Agreement. Authorized signatories of FCCC two (2) signatories both of which must be the CEO, CFO or a Vice President regardless of the dollar value, must sign this Agreement, any amendment or modification thereto, for it to be authorized and valid.

12.21 Severability. If any part of this Agreement is found invalid or unenforceable, that part will be amended to achieve as nearly as possible, the same economic effect as the original provision and the remainder of this Agreement will remain in full force and effect.

11.22 Non-waiver. The failure of either FCCC or Contractor, whether purposeful or otherwise, to exercise in any instance any right, power or privilege (including but not limited to waiver) under this Agreement or under law of this Agreement shall not constitute a waiver of any other right, power or privilege, nor of the same right, power or privilege in any other instance. Any waiver by FCCC must be in writing.

[Signature Page to Follow]
THE PARTIES HEREBY EXECUTE THIS AGREEMENT.

CONTRACTOR

By: ________________________________
Print Name: ________________________
Title: ______________________________
Date: ______________________________

& COMPANY – second signature, if required

By: ________________________________
Print Name: ________________________
Title: ______________________________
Date: ______________________________

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By: ________________________________
Print Name: ________________________
Title: ______________________________
Date: ______________________________

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By: ________________________________
Print Name: ________________________
Title: ______________________________
Date: ______________________________