



CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™

FOR JOBS AND THE ECONOMY

Data Dashboard, Research and Evaluation Technical Assistance Grant Bidder's Conference

Monday, April 28th, 2014

Jason Rancadore

Workforce and Economic Development Division
California Community Colleges Chancellor's Office



Bidder's Conference Overview

Format of Bidder's Conference

<http://extranet.cccco.edu/Divisions/WorkforceandEconomicDev/WEDDRFAs/DivisionWebinars.aspx>

- Muting of Participants
- Overview of RFA Instruction, Terms & Conditions
- Questions & Answers
- Clarification Questions:
Jason Rancadore at jrancadore@cccco.edu



Funding Overview

Funding Package:

- One (1) grant for \$700,000 for one (1) year, with possibility of renewal and additional funding.
- SB1402 funding source
- 10% match required
- Serve as a fiscal agent for subcontracts
- Current activities include LaunchBoard.



Program Overview/Objectives

Overview:

The Chancellor's Office is looking for Community College District to serve as the **fiscal agent** to subcontractors for all activities in regards to the accountability, research and evaluation of the Economic and Workforce Development Program (SB1402) .

Objectives: (page 1-2)

- Statewide Accountability Dashboard Development (LaunchBoard)
- Field Integration of Accountability Dashboard
- Program Evaluation
- System Innovation and Tool Development
- Quality Assurance
- Mini Grants
- Research



Eligibility

- Only the following California Community College Districts:
 - Butte, Coast, Napa, North Orange, Pasadena, Riverside, San Diego, San Joaquin Delta, and South Orange
- In order to be eligible for funding an application must meet a minimum score of 75 points
- The Chancellor's Office will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance.



Performance Period

- Awarded for a single year, from July 9, 2014 to June 30, 2015
- No extensions will be granted for this funding, unless approved by the Chancellor's Office due to special circumstances
- If grant is successful, additional funding is possible



Emailed Questions

- What is the allowance for staff time – project manager, contract specialist – in the budget? **\$35,000 can be budgeted for staff time.**
- All the items listed under the Objectives on pages 1-3 of the RFA Instructions will be completed by subcontractors, correct? **Yes, it is expected that all work listed in the objectives will be done by subcontractors. The awardee will be responsible for procuring, contracting and monitoring.**



Emailed Questions

- Should the workplan detail how we would manage the subcontracts or should it contain the details about how the project Objectives (pages 1-3 of the RFA Instructions) are accomplished? **Yes, the work plan should detail how the District intends to procure, build, and implement contracts, which may include discussing bidding process and scoping. As well as payment to subcontracts.**
- Please clarify what you want in the Need Section. **In this section the Chancellor's Office would like to know how your District intends to be a fiscal agent. Answer and expand (if applicable) the assigned questions that were on SOI and you may also discuss internal or external competences your District may have (if applicable).**



RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar as practical, the Chancellor's Office will give such notice to other interested parties, but the Chancellor's Office shall not be responsible for failure to do so.

Contact person for these Instructions and/or RFA Specification is:

Jason Rancadore

(916) 322-6888

jrancadore@cccco.edu



Application Format & Instructions

- Follow the format and sequence instructions (in order to receive the highest possible score).
- To avoid being disqualified application format instructions must be followed, all questions answered, and all data supplied.
- The RFA Specification and Appendix B forms will be used as tools.
- Grant applications are scored based on a maximum of 100 points as indicated on the table to the right.
- A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.
- The Chancellor's Office may require the applicant to make adjustments in the budget, annual workplan, or other aspects of the application prior to funding the grant.

	Maximum points
Need	10
Response to Need	20
Annual Workplan	25
Application Budget Summary/Application Budget Detail Sheet	15
Project Management	15
Dissemination	5
Feasibility of the Project	10
Total Points	100



Application Format & Instructions (*Continued*)

All narrative sections of the application must have 1" margins, single or double spaced, and 12pt Arial font. All narratives have a page limit.

- Face Sheet
- Cover Letter
- Contact Page
- Application Abstract (*1 page*)
- Table of Contents
- Need (*5 pages, 10 points*)
- Response To Need (*7 pages, 15 points*)



Application Format & Instructions (*Continued*)

- Annual Workplan (*25 points*)
 - ▶ Objectives
 - ▶ Procedures Activities
 - ▶ Timelines
 - ▶ Responsible Persons
 - ▶ Performance Outcomes



Application Format & Instructions (*Continued*)

- Application Budget/Budget Detail (*15 points*)
 - ▶ Budget Detail Sheets
 - ▶ Budget Summary
 - ▶ Indirect Administrative Costs
 - ▶ Project Director Funding



Application Format & Instructions (*Continued*)

- Project Management Plan (*5 pages, 15 points*)
- Dissemination (*1 page, 5 points*)
- Overall Feasibility of the Project (*10 points*)



Calendar of Key Dates

March 25, 2014	Statement of Interest Released
April 7, 2014	Statement of Interest Due
April 14, 2014	RFA Released
April 28, 2014	Bidder's Conference
June 6, 2014	Deadline for Submitting Application
June 13, 2014	Notification of Intent to Award
June 30, 2014	Appeal Deadline
July 7-8, 2014	Board of Governors Approval
July 9, 2014	Grant Commencement
June 30, 2015	Grant End Date



Appendix A

Legal Terms and Conditions

1. Cost and Payments

In consideration of satisfactory performance of the services described in the Grantee's application... Payment shall be made as follows:

- An advance payment of 40% of the total amount of first year budgeting of this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed. (verifying if this will be 40% or not)
- Grantee may submit request for progress payments at the time that year-to-date quarterly and expenditures reports are submitted pursuant to section 4 of this Article. Payment will be made after review and approval of the quarterly reports by the Chancellor's Office. Progress payment(s) can only be made up to 90% of the total grant amount as the last 10% is withheld pending satisfactory performance and submittal of final performance and expenditure reports.
- A final payment will be calculated based on the Final Performance and Expenditure Reports due by August 30, 2015. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount. If the final report is late and/or cannot be approved by August 30, 2015 the allocation recipient can lose up to 10% of their funding.



Appendix B

Application Forms

Excel Workbook

- Do First
- Contact Page
- Application Budget Summary
- Application Budget Detail Sheet
- Application Budget Detail Sheet (Format Example)
- Annual Workplan 1-5



Appendix C

Guidelines, Definitions and Allowable Expenditures

- Determining Allowable Costs
- Permissive Activities
- Allowability of General Costs



Contact Information

Thanks for your participation
For Questions or Clarification Contact

Jason Rancadore

jrancadore@cccoco.edu