# Request for Applications

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## RFA Instructions, RFA Specification, and Terms & Conditions

**Program**

   Strong Workforce Statewide Fiscal Omnibus

**RFA Specification Number**

   16-205-001

**Funding Fiscal Year**

   2016-2017

**Total Funds Available**

   Up to $20,000,000

**Funding Source**

   Strong Workforce Program (Section 88820, Education Code);
   Economic and Workforce Development Program: Senate Bill 1402
      (Lieu);
   Carl D. Perkins Leadership1B (federal Perkins IV); and/or
   Career Technical Education Pathways Program: Senate Bill 1070
      (Steinberg)

**RFA Release Date:  Monday, July 18, 2016**

**Application Deadline**

   Applications must be received electronically at the Chancellor's Office by
   **5:00 p.m. on Monday, August 15, 2016**

**Questions Deadline**

   Written questions concerning the specifications in this Request for
   Applications must be submitted by **Monday, August 1, 2016**, via e-
   mail to: **strongworkforce@cccco.edu**.

**Bidder's Conference:  Tuesday, July 26, 2016, at 11:00 A.M.**

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**Chancellor's Office, California Community Colleges**

# RFA Instructions

## A.    Introduction

The Chancellor's Office is soliciting districts that are qualified to serve as the fiscal agent for the statewide omnibus of initiatives, programming, leadership and coordination in support of implementation of the Strong Workforce Program and the 25 recommendations of the Board of Governor's Task Force on Workforce, Job Creation, and a Strong Economy.

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the California Community Colleges Chancellor's Office (CCCCO).

Applications must be submitted using the format and sequence described in these Instructions and address the Request for Applications (RFA) Specification for the project for which funding is sought.

## B.    Program Overview

### Strong Workforce Program

The Strong Workforce Program is established in the 2017-18 California Budget as follows:

(1) California's economic competitiveness is fueled, in part, by the strength of its regional economies and its skilled workforce.

(2) Upward social and economic mobility helps keep the state's economy diversified and vibrant.

(3) The attainment of industry-valued "middle skill credentials" serves as a gateway for a large and diverse number of careers in the state's economy.

(4) California's local educational agencies, community college districts, interested public four-year universities, local workforce development boards, economic development and industry leaders, and local civic representatives should collaboratively work together to inform the offerings of courses, programs, pathways, and workforce development opportunities that enable students to access the current and future job market and further social and economic mobility.

(b) The Strong Workforce Program is hereby established for the purpose of expanding the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

(c) To facilitate program coordination and alignment with other workforce training, education, and employment services in the state, the Strong Workforce Program shall operate in a manner that complies with the California Strategic Workforce Development Plan, required pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), and expand upon existing consortia infrastructure.

(d) To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), adult education block grant consortia, and K-12 career technical education programs.

(e) All of the following guiding principles shall apply to each consortium participating in the Strong Workforce Program:

> (1) A community college district participating in the consortium shall ensure that its community college career technical education and workforce development courses, credentials, certificates, degrees, programs, and pathway offerings are responsive to the needs of employers, workers, civic leaders, and students.

> (2) The consortium shall collaborate with other public institutions, including, but not limited to, local educational agencies, adult education consortia, local workforce development boards, and interested California State University and University of California institutions.

> (3) The consortium shall collaborate with civic representatives, representatives from the labor community, and economic development and industry sector leaders within the region.

> (4) The consortium shall include collaborating entities and persons identified in this subdivision in planning meetings, provide them with adequate notice of the consortium's proposed decisions, and solicit, consider, and respond to comments from them regarding the consortium's proposed decisions.

> (5) Collaborative efforts shall focus upon evidence-based decision making and student success with workforce outcomes aligned with the performance accountability measures of the federal Workforce Innovation and Opportunity Act (Public Law 113-128), and closing labor market and employment gaps. Each consortium shall strive to align programmatic offerings in the most effective and efficient manner to avoid duplication of effort and streamline access to services, and education and training opportunities.

> (6) Community college districts and other entities participating in a consortium are encouraged to develop long-term partnerships with private sector employers and labor partners to provide coordinated courses, programs, and pathways with employer involvement in the assessment, planning, and development of community college career technical education courses, programs, and pathways. To the extent practicable, employer partnerships

should build upon regional partnerships formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) and other state or federal programs.

(7) Community college districts and other entities participating in a consortium are encouraged to develop and work closely with public and private organizations that offer workforce development programs and pathways to young adults with autism and other developmental disabilities to provide a comprehensive approach to address workforce readiness and employment.

(f) The Chancellor's Office shall, in consultation with the California Workforce Development Board, the Academic Senate for California Community Colleges, and its partners formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), as applicable, develop and implement policies and guidance necessary to implement the Strong Workforce Program, including policies and guidance necessary for consortia, including community college districts and their regional partners, to increase the number of aligned middle skill and career technical education courses, programs, pathways, credentials, certificates, and degrees.

The trailer bill language for the Strong Workforce Program can be found at:
**http://www.dof.ca.gov/budget/Trailer_Bill_Language/documents/308StrongWorkforce Program.pdf**
The report and recommendations of the Board of Governor's Task Force Report on Workforce, Jobs, and a Strong Economy found at:
**http://doingwhatmatters.cccco.edu/StrongWorkforce/ImportantReading.aspx.**

There are six accompanying expert background papers. These items are found at:
**http://doingwhatmatters.cccco.edu/StrongWorkforce/ImportantReading.aspx**


***Doing What MATTERS for Jobs and the Economy framework***

The goals of the Doing What MATTERS for Jobs and the Economy (DWM) framework are as follows:  to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and get Californians into open jobs.  Key activities under this framework include: a focus on regional priority/emergent sectors and industry clusters (to be referred to simply as "sectors"); take effective practices to scale; integrate and leverage programming between funding streams; promote common metrics for student success; remove structural barriers to execution.  It is the intent of the CCCCO Workforce and Economic Development Division (WEDD), wherever possible, to target incentive funds against three thematic areas in support of this framework:  regions, sectors, and technical assistance.

**SB 1402 California Economic and Workforce Development Program**

Existing law, up to January 1, 2013, established the California Community Colleges Economic and Workforce Development Program.  Senate Bill 1402 (Lieu) reauthorized the program for another five years, effective January 1, 2013, with the following mission statement:

1.	The program shall be responsive to the needs of employers, workers, and students.
2.	The program shall collaborate with other public institutions, align resources to foster cooperation across workforce education and service delivery systems, and build well-articulated career pathways.
3.	Program decisions shall be data-driven and evidence-based, investing resources and adopting practices on the basis of what works.
4.	The program shall develop strong partnerships with the private sector, ensuring industry involvement in needs assessment, planning, and program evaluation.
5.	The program shall be outcome oriented and accountable, measuring results for program participants, including students, employers, and workers.  The program shall be accessible to employers, workers, and students who may benefit from its operation.

The SB1402 bill language can be found at:
**http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1401-1450/sb_1402_bill_20120917_chaptered.html**

## Perkins Leadership 1B

The California State Plan for Career and Technical Education, approved in March 2008 by both the State Board of Education and the Board of Governors of the California Community Colleges, establishes the vision, goals, and essential elements of a world-class career technical education system for the United States.

The purpose of the federal Carl D. Perkins funding is to provide industry-linked programs and services that enable all individuals to reach their career goals in order to achieve economic self-sufficiency, compete in the global marketplace, and contribute to California's economic prosperity.
The California State Plan for Career and Technical Education can be found at:
**https://www.wested.org/resources/california-state-plan-for-career-technical-education-56230/**

## Career Technical Education Pathways Program

This funding supports the Career Technical Education (CTE) Pathways Program, which requires the Chancellor of the California Community Colleges and the Superintendent of Public Instruction to assist economic and workforce regional development centers and consortia, community colleges, middle schools, high schools, and regional occupational centers and programs to improve linkages and career technical education pathways between high schools and community colleges to accomplish the following goals:

- Increase attainment of industry-recognized certificates through community college and high school career technical education programs in high-need, high-growth, or emerging regional economic sectors.
- Increase the readiness of middle school and high school pupils for, and their access to, postsecondary education and careers in high-need, high-growth, or emerging regional economic sectors.

- Increase student success in postsecondary education and training for careers in high-need, high-growth, or emerging regional economic sectors;
- Align existing postsecondary technical preparation programs with high school career technical education curriculum to ensure seamless transitions for pupils.

The 2016-17 California budget proposes to shift these funds under the Strong Workforce Program in 2017-18.

The California Career Technical Education Pathways Program can be found at:
**http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB1070**

## A. Funding

The Strong Workforce Program Statewide Coordination Fiscal Omnibus grant provides one-time funding. The total budget for 2016-17 for this Request for Application is $20,000,000. One (1) grant will be awarded.

A part-time Fiscal and Contracting Coordinator shall be retained with funding from this grant to ensure timely service and turn-around as well as appropriate monitoring. This individual must not, during the term of the grant, hold a "key talent" capacity in any other grant of the state in order to avoid conflicts of interest.

The following will apply to $10,000,000 in funds from the Strong Workforce Program per the budget language:

In this process, the Chancellor's Office shall consult with the California Workforce Development Board and other appropriate state agencies on the development of all statewide activities that would be implemented by the selected district to facilitate broader workforce and education system alignment. Statewide coordination activities funded out of this allocation may include, but are not limited to, the following activities:

(1) State-level coordination for the development of labor market analyses pertaining to economic and industry trends and jobs projections for the purpose of supporting common regional planning efforts and the alignment of career technical education program offerings with regional labor market dynamics.

(2) Research, evaluation, and technical assistance on the use of effective local and regional policies, best practices, and model partnerships.

(3) Development and prototyping of innovative policies, practices, and coordinated services with local workforce and education partners.

(4) Participation of community college districts in existing regional coalitions and planning efforts.

(5) Cross-training local program staff.

(6) Development and maintenance of a state-level cross-system data reporting mechanism with partners formed pursuant to the federal Workforce Innovation and

Opportunity Act (Public Law 113-128) for the purpose of monitoring workforce program outcomes and performance accountability.

(7) Leveraging allocated funds with state and local partners through interagency agreements, memorandums of understanding, or other appropriate mechanisms.

The remaining $10,000,000 shall come from SB1070 Career Technical Education Pathways Program funds and support the implementation of the 25 recommendations.

These funds shall be used for, but not limited to, the following:

- $5,000,000 to develop the California Healthcare Academy concept with statewide partners and the Doing What MATTERS for Jobs and Economy health sector team -- in order to create incentives and streamline processes to maximize public and private investment in support of CTE programs (Strong Workforce recommendation #25).

- $237,000 to secure a full time individual to serve in a "key talent" role as Technical Assistance Provider (TAP) for Employability Skill Integration. This individual must not, during the term of the grant, serve in a "key talent" capacity for any other grant of the state in order to avoid conflicts of interest.
The budget for this TAP includes salaries, benefits, travel, fees to license community-of-practice software already in use (see Bryan Miller of the Foundation for CA Community Colleges to secure a licensing package), mini-grants, and programming expenses necessary to be effective in this role. The grantee shall consult with the Chancellor's Office for possible candidates and uphold clauses associated with "key talent" roles. This TAP shall participate and attend the Extended Operations Team meeting of the Chancellor's Office Workforce & Economic Development Division.

   The first domain specific to the role of (TAP) for Employability Skill Integration shall be to

   - Pursue the systematic incorporation of industry-valued employability skills into work experience (or similar) courses
   - Encourage more CTE pathways to incorporate these courses towards the goal of building student work experience and employability skills.
   - The TAP shall build upon assets, learnings, and networks established under awarded Industry Driven Regional Collaborative (IDRC) 'Acute Needs' grants.
   - The TAP shall investigate points of leverage with the Online Education Initiative infrastructure.

- $250,000 to support Career Development Integration to support expenses and mini-grants that further a systematic and integrated approach. This includes career counselor training, career development tools and services, work-based learning/internship/co-op, employability skill development (either as standalone workshops or preferably embedded in career pathways and/or courses), job placement related skills and services, and system-wide career technical education outreach campaigns. This work may require a community-of-practice infrastructure in support of practitioners.

- $3,000,000 to support a statewide CTE outreach to respond to Strong Workforce Task Force recommendations.  This will increase awareness for career technical education by

    - students and their families as a post-secondary option and
    - employers to partner and source interns/hires.  Statewide CTE outreach shall build upon existing efforts being stewarded by the CCCCO Vice Chancellor for Communications and integrated with the Doing What MATTERS for Jobs and Economy regional framework.  The design shall be informed and co-designed by the employer specific to the priority/emergent sectors and customized for each region.

- $250,000 assigned annually to continuously evolve and scale the content, functionality and use of integrated career development tools.  This will include but is not limited to;
    - the *From Here to Career mobile app* - being developed in partnership with the Foundation for California Community Colleges;  This requires development of a field strategy in partnership with the Young Invincibles and other partners to encourage its use in underserved communities across California's regions.
    - the *cccMyPath* build out and design including the content and functionality of the career portlet currently under construction.
    - the *CACareerCafe* transition/redirection of content/functionality from the website.


- Up to $200,000 to improve the GIS Partnership tool already under development in partnership with the Foundation for California Community Colleges (Point of Contact is Bryan Miller of the Foundation for CA Community Colleges).

- The remaining funds shall be put into other projects designated by the CCCCO to further the Strong Workforce recommendations, including but not limited to:

    - partner with the Institutional Effectiveness Partnership Initiative as needed to deliver professional development to counselors on the use of the above tools.
    - counsel students on career exploration and planning as a part of the education planning process.
    - fund endeavors to enable curriculum portability.


The Chancellor's Office reserves the right to adjust awards based upon the availability of funds.  The Chancellor's Office reserves the right to fund applications at a lesser amount if it is determined that the application can be implemented with less funding, if funding is not sufficient to fully fund, or if a partial scope is sufficient.


## D.    Eligibility

Only a California Community College District is eligible to apply.

If there are none or insufficient application(s) that meet the minimum score of 75 points viability threshold, the grant will not be funded.  The Chancellor's Office then can opt to rebid, sole source with some technical assistance, or issue a capacity-building grant.

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.  Therefore past performance of other state grants will be a consideration prior to final selection.

Capacity-Building Grant

If there are no applications or insufficient applicants passing the 75 point threshold, the Chancellor's Office may opt to issue a capacity-building grant to seed the needed public capacity sole source.

Past Performance

Per Article I, the Chancellor's Office can consider past performance prior to making final selection and as a basis for not making an award to an applicant.

**E.     Performance Period**

The application will be awarded for the time period October 1, 2016, through December 31, 2017. See listing of **key dates** for quarterly and final report deadlines.  The application may be renewed annually for up to an additional three (3) years contingent on successful completion of required outcomes and availability of funding.  No extensions will be granted for this funding, unless approved by the Chancellor's Office due to special circumstances.

**F.     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 applied for this 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:
        Nita Patel via e-mail at **npatel@cccco.edu.**

**G.     Bidder's Conference**

A Bidder's Conference will be held for this RFA as a webinar on Tuesday, July 26, 2016 at 11:00 am.  The Chancellor's Office requests that potential applicants register for this Webinar at **www.cccconfer.org**.  Failure to attend the Bidder's Conference will not preclude the submission of an application.

## H.     Application Format and Instructions

An Excel workbook (Appendix B) has been developed which contains a contact page, annual work plan, application budget summary, and an application budget detail sheet. This workbook must be used when submitting an application.  The workbook contains formulas that will prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the Cover letter, Abstract, Need, Response to need, the management section and intent-to-participate letters are not part of the workbook.  The Out-of-State travel form and the CEO Cover Letter Template can be found with the online application materials.

The following instructions prescribe the format and order for the development and presentation of the application for both the workbook and the narrative sections of the application.  In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied.  Applicants are expected to follow these instructions while using the **RFA Specification**, the forms provided in Appendix B, the CEO cover letter template, and the out-of-state travel form found with the online application materials.

The Chancellor's Office may require the applicant to make adjustments in the budget, annual work plan, or other aspects of the application prior to funding the grant.

Grant applications are scored based on a 100-point scale as indicated in the list provided below.

**NOTE**:  A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

|                                                              | Maximum points |
|--------------------------------------------------------------|:--------------:|
| Need                                                         | 10             |
| Response to Need                                             | 20             |
| Annual Work Plan                                             | 25             |
| Application Budget Summary/Application Budget Detail Sheet    | 10             |
| Project Management Plan                                       | 20             |
| Quality of Service                                           | 15             |
| **Total Points**                                             | **100**        |

### 1.     Face Sheet

NOTE:  The completed application will be submitted electronically and therefore no face sheet will be required.  If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

### 2.     Cover Letter

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission process

stating that the Community College District is willing to be the fiscal agent if funded and is submitting the attached application for Chancellor's Office review.

3.  **Contact Page**

    An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan.  The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

    - The Community College District that is applying (click twice on the Community College text box and choose the Community College District from the provided drop down menu).

    - If a college within the District is housing the project director then this college will be selected (click twice on the college text box and choose the college from the drop down menu provided).  If the project director is working out of the District office (in a multi-college District) than click twice on the college text box and choose N/A out of the college menu.

    After filling in the "Do First" tab, the District, applicable college, budget allocation, and regional name will auto fill within the contact page, application budget summary, application budget detail sheet and Annual Work Plan.  The contact page tab must be filled in second.  After filling in the contact page, Project Director and the Chief Business Officer name and title will auto fill within the application budget summary.  These auto fill features prevent incorrect and/or inconsistent information within the application.

4.  **Application Abstract**
    *(Narrative – Limited to one page, 1" margins, single- or double-spaced, 12 pt. Arial font)*

    The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA specifications, and deliverables (products/services/outcomes).

5.  **Table of Contents**

    The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

6.  **Need**                                                        **Maximum Points 10**
    *(Narrative – Limited to six (6) pages, 1" margins, single- or double-spaced, 12 pt. Arial font)*

    The Need section is a narrative that concisely describes the need for the projects as defined by the questions listed in the Need section of the RFA Specification.  In addition, applicant should reference source(s) for substantiation of the need

statement.

**7.** **Response to Need** **Maximum Points 20**
*(Narrative – Limited to three (3) pages, 1" margins, single- or double-spaced, 12 pt. Arial font)*

This section is a narrative that at a minimum responds to all the questions listed in the Response to Need section in the RFA Specification.

**8.** **Statement of Work (Annual Work Plan)** **Maximum Points 25**

    **a.** **Objectives**

        Objectives should be based on the needs of the proposed project while remaining consistent with the Objectives in the RFA Specification.

        List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual.  Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth.  Up to ten (10) objectives can be selected.

        Additional copies of the form will be needed to address all of the project objectives.

        **NOTE:**  Each objective must be on its own form and does not preclude a single objective having activities that cover more than one page.

    **b.** **Activities**

        Project activities are the basic steps that are required to be taken to implement the stated goals of the project and to achieve results.  Major activities and tasks should be outlined in the activities section of the Annual Work Plan for each objective.

    **c.** **Performance Outcomes**

        Each objective should result in measurable outcomes that clearly link to the objectives and activities.  Describe the outcomes in qualitative and quantitative terms.  Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Statement of Work (Annual Work Plan).

    **d.** **Timelines**

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities are scheduled to be completed.  Do not make activities *on going* or *year long*.  An estimated completion date must be entered.

**e.**     **Responsible Persons**

Identify specific individual(s) by roles that are responsible for completing the stated activities.

**9.     Application Budget Summary/
Application Budget Detail Sheet                                    Maximum Points 10**

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix C – Guidelines, Definitions and Allowable Expenditures has been developed.  Please review these guidelines before completing your application budget summary and application budget detail sheet.

**a.     Completion of Application Budget Detail Sheet/
Application Budget Summary**

The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope.  Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

*Application Budget Detail Sheet*:  The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto fills and adds the application budget summary.

The application budget detail sheet is found within an Excel workbook in Appendix B.  The budget detail sheet is filled in after completing the "Do First and Contact Sheet" tabs within the workbook because these sheets will auto fill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

*Application Budget Summary*:  After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto fill features.  The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding four originals in an ink color other than black will be requested in hard copy).

When entering dollar amounts, please round off to the nearest dollar.

**b.     Indirect Administrative Costs**

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

**c.      Travel**

For Travel (Object 5000), District travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

This grant requires (TAPs) to attend the Fall and Spring California Community College Association of Occupational Education (CCCAOE) conferences to receive professional development scheduled by the Chancellor's Office. These conferences are mandatory and so must be clearly budgeted within the application detail sheet.

**d. Equipment Purchases**

It is the intent of this funding to design and implement long-term effectiveness and sustainability. Equipment purchases that meet the intent of the funding and show long-term sustainability are allowable.

**e. Coordination Meetings**

The fiscal and contracting coordinator may be required to attend multi-district and regional meetings, and to coordinate statewide level convening.

Attendance at these meetings must be listed in the application annual work plan and the travel section of the application budget detail.

**10.     Project Management Plan                              Maximum Points 20**
*(Narrative – Limited to three (3) pages, 1" margins, single- or double-spaced, 12 pt. Arial font)*

See the RFA Specification for a complete description of Management Plan requirements.  At a minimum, the Management Plan requires a narrative consisting of a response to questions, an organizational chart and a regional consortia or collaborative governance chart. The organizational chart does not count against the page narrative limit.

**11.** **Quality of Service**                                        **Maximum Points 15**
*(Narrative – Limited to three (3) pages, 1" margins, single- or double-spaced, 12 pt. Arial font)*

In this section, please discuss your processes, staffing and subcontractor arrangements that meet the requirements of the grant and ensure timely, responsive, and quality service as well as quality monitoring. Please include responses to the questions in this section of the RFA Specifications.

**12.** **Application Procedures**

a. The application must be received in a single PDF document in the order specified above. It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

1) The cover letter must be signed by the District's Chief Executive Officer or authorized designee;

2) Application Budget Summary must be signed by the District's Chief Business Officer (or authorized designee) and the Project accountant.

b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted).  The single PDF of the application must be e-mailed with the subject line reading: **2016-17 Strong Workforce Program Statewide Fiscal Omnibus** to **Strongworkforce@cccco.edu** by **5:00 P.M. on Monday, August 15, 2016**.  Applications e-mailed to any address other than listed above will not be accepted.  Any questions should be addressed to:

Nita Patel via e-mail at **npatel@cccco.edu**.

The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is ten (10) MB.  The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

> **NOTE:** Within two (2) business days after receiving an application via e-mail the Chancellor's Office will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact **Nita Patel** at the e-mail address above to confirm receipt of their application.

## I.  Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received. A grant application shall be rejected prior to scoring if:

1.   It is received at the Chancellor's Office via electronic submittal later than **5:00 P.M. on Monday, August 15, 2016** or sent to the wrong e-mail address.

2.   The RFA Specification Number is not correct on all the documents.

3.   The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated as detailed in the RFA Specification.

4.   The Annual Work Plan and/or Application Budget Detail Sheet do not show attendance at the CCCAOE meetings.

5.   It does not include all the following required application components submitted in a single PDF email:

   - A cover letter signed by the CEO or designee of the Community College District
   - Contact Page
   - Application Abstract (narrative must not exceed page limit)
   - Table of Contents
   - Need (narrative must not exceed page limit)
   - Response to Need (narrative must not exceed page limit)
   - Annual Work Plan
   - Application Budget Summary

     *(Project Director's signature)*
     *(Chief Business Officer's/Designee's signature)*

   - Application Budget Detail Sheet
   - Project Management Plan (narrative does not exceed page limit, plus an organizational chart and governance chart)
   - Quality of Services (narrative must not exceed page limit)

1.  The applications contains facsimiles of forms and has changed language on

those forms (this may cause a rejection).

2.  The narrative sections of the application exceed the maximum page limit specified.

**J.** **Calendar of Key/Reporting Dates**

*Key Dates*

| | |
|---|---|
| July 18, 2016 | RFA Released |
| July 26, 2016 | Bidder's Conference |
| August 1, 2016 | All Clarifying Questions Due |
| August 15, 2016 | Deadline for Submitting Application |
| August 22, 2016 | Notification of Intent to Award |
| September 6, 2016 | Appeal Deadline |
| September 19-20, 2016 | Board of Governors Approval (grants over $100,000) |
| October 1, 2016 | Grant Commencement |
| December 31, 2017 | Grant End Date |

*Reporting Dates*

| | |
|---|---|
| January 25, 2017 | 1st Quarter Year-to-Date Expenditure and Progress Report due |
| April 25, 2017 | 2nd Quarter Year-to-Date Expenditure and Progress Report due |
| July 25, 2017 | 3rd Quarter Year-to-Date Expenditure and Progress Report due |
| October 25, 2017 | 4th Quarter Year-to-Date Expenditure and Progress Report due |
| January 25, 2018 | 5th Quarter Year-to-Date Expenditure and Progress Report due |
| February 28, 2018 | Final Claim of Expenditures and Final Report due |

**Chancellor's Office, California Community Colleges**

# RFA Specification

**RFA Specification No.:**   16-205-001

**RFA Title:**   Strong Workforce Program Statewide Fiscal Omnibus

**Funding Source:**   Strong Workforce Program (Section 88820, Education Code);
Economic and Workforce Development Program: SB 1402 (Lieu);
Carl D. Perkins Leadership1B; and/or
Career Technical Education Pathways Program: Senate Bill 1070
    (Steinberg)

**Funding Period:**   October 1, 2016, through December 31, 2017

**Total Funds Available:**   Up to $20,000,000

**Number of Awards:**   One

**Match:**   None

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## BACKGROUND

There are there are links to the Doing What MATTERS for Jobs and the Economy Framework website, Senate Bill 1402, Strong Workforce Taskforce Trailer Bill language, and Perkins Leadership 1B within the Reference Materials section at the end of the RFA.

## INTRODUCTION

The Strong Workforce Program Fiscal Omnibus secures a fiscal agent for the statewide omnibus of initiatives, programming, leadership and coordination in support of implementation of the Strong Workforce Program and the 25 recommendations of the Board of Governor's Task Force on Workforce, Job Creation, and a Strong Economy.

## NEED

1. Describe your understanding of the Doing What MATTERS for Jobs and the Economy (DWM) framework and its likely evolution with the new Board of Governors Task Force on Workforce, Job Creation and a Strong Economy.

2. Describe your understanding of the Strong Workforce Program, the 25 recommendations set forth by the Board of Governor's Report on Workforce, Job Creation, and a Strong Economy, and the interrelationship thereof.

3. Describe how a fiscal agent of the Strong Workforce Program Statewide Fiscal Omnibus can enable effective implementation at the direction of the CCCCO.

4. Describe how the Strong Workforce Program Statewide Fiscal Omnibus will ensure that key talent (e.g., TAPs) retained under this grant will act in accordance with Appendix D.


**RESPONSE TO NEED**

The fiscal agent will monitor the activities commissioned under this grant. Therefore, applicants should address the following:

1. Service as a fiscal agent and/or fiscal management of grants/contracts.

2. Timely and efficient management and payment of subcontracts for projects.

3. Experience administering grants/contracts with multiple project stakeholders and subcontractors.

4. Rapid and effective start up and implementation of fiscal agent responsibilities for grants/contracts.

5. Description of staffing the grant to ensure its responsiveness to address the implementation of the Strong Workforce Program and the Board of Governor's 25 Task force recommendations.

6. Provide a chart of the district's billing process and describe the standard turn-around time/process for payment and follow up.

7. Identify any special vendor relationships that may be beneficial.

8. Identify any efficacy in your contractual processes that might distinguish you from other applicants.

9. Describe the organization and structures in place to accomplish the outcomes or the structure you will put in place to take on these activities.

10. Describe distinguishing assets or competencies of your application with regards to the following Strong Workforce Program budget language:

*The Chancellor's Office is looking for Community College Districts to serve as the fiscal agent to subcontractors for all activities in regards to the facilitation, implementation, research and evaluation of the Strong Workforce Task Force recommendations:*

*(1) State-level coordination for the development of labor market analyses pertaining to economic and industry trends and jobs projections for the purpose of supporting common regional planning efforts and the alignment of career technical education program offerings with regional labor market dynamics.*

*(2) Research, evaluation, and technical assistance on the use of effective local and regional policies, best practices, and model partnerships.*

*(3) Development and prototyping of innovative policies, practices, and coordinated services with local workforce and education partners.*

*(4) Participation of community college districts in existing regional coalitions and planning efforts.*

*(5) Cross-training local program staff.*

*(6) Development and maintenance of a state-level cross-system data reporting mechanism with partners formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) for the purpose of monitoring workforce program outcomes and performance accountability.*

*(7) Leveraging allocated funds with state and local partners through interagency agreements, memorandums of understanding, or other appropriate mechanisms.*

## PROGRAM MANAGEMENT

A complete description of the Management Plan requirement is listed below.  At a minimum the Management Plan requires a narrative consisting of a response to questions, an organization chart, a governance chart, and any Intent-to-Participate form letter from participating community colleges or subcontracts that are identified within this grant.

Management is an important part of the success of any project.  It is therefore necessary that the following be included as part of the Management Plan within the application:

## A. Management Narrative

Explain the District's service as a fiscal agent and/or fiscal management of contracts.

Describe the District's process for executing and payment of subcontracts for projects. Including average time it takes to execute a subcontract and the average time it takes to process a subcontractor's invoice for payment. Please include any quality assurance functions that the District takes to ensure efficient and accurate transactions.

Please describe your process for administering contracts with multiple project stakeholders and subcontractors.  Also, please provide the District's process for rapid start up and

implementation of fiscal agent responsibilities.

1. Describe the District's readiness and commitment to utilizing the Launchboard for data collection, performance baseline, measurement, reporting and analysis for this grant.

2. Grantees are required to report expenditure information and report it quarterly in the Chancellor's Office Year-to-Date Expenditure and Progress Reporting System. Discuss the District's readiness to undertake that responsibility.

3. Identify whether the District submitting the grant application has previously received any funding from the Workforce and Economic Development Division.

## B. Management (Attachments)
*(The following required documents do not count as part of the narrative page count.)*

1. Provide an organizational chart for operating the project.

2. Provide a governance chart for the regional consortia or collaborative.

3. Provide intent-to-participate letters from partners if any. The RFA does not require the participation of other colleges or vendors; however, it is encouraged where appropriate.

## QUALITY OF CONTRACTUAL SERVICES

1. Provide additional supplemental vendor information that can strengthen your application.

2. Discuss the qualifications and experience of the Fiscal and Contracting Coordinator in to navigate internal processes and troubleshoot issues in order to ensure the provision of timely, responsive, and quality service.

## REPORTING REQUIREMENTS *Year-to-Date Expenditures and Progress Report*

Each allocation recipient is required to submit quarterly Year-to-Date Expenditure and Progress Reports via an online reporting system (see Calendar of Key Dates, Section J or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor's Office allows for liberal budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

## REFERENCE MATERIALS

### Appendix A
Article I: Program-Specific Legal Terms and Conditions
Article II: Standard Legal Terms and Conditions

**Appendix B**
    Application Forms (Excel Spreadsheet)
**Appendix C**
    Guidelines, Definitions and Allowable Expenditures
**Appendix D**
    List of Background Reading Materials


## TERMS AND CONDITIONS

The executed grant shall consist of a Grant Agreement face sheet, the Grantee's application, and all required forms.  The RFA Specification and the Grant Agreement Legal Terms and Conditions, as set forth in the RFA Instructions are incorporated into this grant by reference.