Regional Consortia Bidder’s Conference Clarifying Questions

1. **QUESTION:** Under eligibility, what does it mean that only those applicants that have a Regional Consortia Chair identified may apply?

   **ANSWER:** In the past some applications that came in could state what type of person would be hired (what the job description would look like and by when the person would be hired) but did not have an actual person ready to fill the position. With this round of competitive funding we are specifying that the Key Talent/Regional Consortia Chair position cannot be “unknown and a job description.” This must be an actual person picked for the position and the management plan would then specify their specific experience, have their resume, and contain letters of reference for them.

2. **QUESTION:** What is the maximum size attachment to get through the CCC email servers at the sectornavigator@cccco.edu email address?

   **ANSWER:** The maximum size for any e-mail is 10 mb. The Chancellor’s Office did a test run and tried to use the most “expensive” way to send the documents (separating each out individually) doing word documents for most and PDFs for the cover letter, budget summary because they are signature documents. All narratives had exact page amounts and the workplan had a guess of 14 pages long with the tables. All of that came in at a little less than 3 mb. The Chancellor’s Office suggests that applicants check to see what their servers allow for attachments when sending documents.

3. **QUESTION:** Regional Consortia RFA, Appendix B – The Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements does not have a signature block at the bottom of the 2nd page.

   **ANSWER:** We have revised the Regional Consortia RFA and it now contains the signature block for the above-mentioned form.

4. **QUESTION:** Regional Consortia RFA, Appendix B – The application checklist does not list the Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace.

   **ANSWER:** We have revised this checklist within the Regional Consortia RFA to include the Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace within the checklist.
5. **QUESTION:** When will yesterday’s Sector Navigator and/or the Regional Consortia Bidder’s conference webinars be available online?

**ANSWER:** Both webinars were online the day after the event and can be found at the following http at the bottom right-hand side of screen under Webinars “view archives”

http://www.cccconfer.org/index1.aspx

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6. **QUESTION:** The forms packet does not include either the Statement of Assurances or Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements. Should one of these be included?

**ANSWER:** The Sector Navigator RFA does not require either of these forms and therefore we are not asking for them.

The Regional Consortia Grant being Federal funding requires the Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Free Workplace Requirements, and we have this form in Appendix B (although we have revised that form to include the signature box).

7. **QUESTION:** Project Management Plan (Regional Consortia) North Far North, the Bay Area and Los Angeles Orange all get funded at $300K level and therefore are required to have two key talents at a minimum of 30% each whereby each must come from different economic regions. So the narrative section, is it still limited to only 7 pages for both?

**ANSWER:** Each Consortia Chair (key talent position) will have up to 7 pages of narrative, so the applicant will have a limit of 14 pages for the two. In addition each will turn in a resume so the application will contain two resumes and one organizational chart showing how everything is organized into one.

8. **QUESTION:** Can you please confirm that the organizational chart and resumes required in the project management plan section do not contribute to the 7 page narrative response limit?

**ANSWER:** The resumes and the organizational chart do not count in the 7 page limit for $150,000 or the 14 page limit for the $300,000 within the Project Management Plan section.
9. **QUESTION:** On the workplan forms, can one objective be listed on two pages or must it be limited to one page.

**ANSWER:** An individual workplan objective can be on as many pages as needed. The limit here is that we want different objectives on their own pages. So, you might have:
- Objective 1 page 1
- Objective 1 page 2
- Objective 2 page 1
- Objective 3 page 1
- Objective 3 page 2
- Objective 3 page 3

10. **QUESTION:** The Workplan chart lists Responsible Person(s) in the third column. To clarify, you do not want the name of an individual, just a position title? Such as: Consortium Chair, CIO, etc.

**ANSWER:** Correct we want the position title and that title should match the budget detail sheet for the money allocated for that position within the grant.

11. **QUESTION:** Will we receive an email notification of your receipt?

**ANSWER:** Yes within 2 business days after receiving an application via e-mail the Chancellor’s Office will sent an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact Abigail Sifrit at (916) 322-4285 or asifrit@cccco.edu.

12. **QUESTION:** The Workplan chart lists Performance Outcomes in the fourth column. Does each activity need to list a metric number or do we list the metric(s) for the objective as a whole

**ANSWER:** If each of the activities under the objective only meets one metric then you can at the first activity in that column type (Metric #???. Meets all activities under this objective). However in some cases an objective can meet more than one metric number and certain activities might have different metric numbers associated. In that case individual activities would list different metric numbers.
13. **QUESTION:** At the Bidders Conference on Feb. 6, you clarified that a retiree could be chosen to work as the Consortium Chair. Assuming we pay that Chair as an Independent Contractor, we would list the cost on the budget form in the 5000 “Other” category, correct?

**ANSWER:** That is probably correct as any contractor is usually paid out of line 5000. General rule of thumb is you will be budgeting in categories that are standard for the District that is your fiscal agent and meets the Chancellor’s Office general budget and accounting rules. If you have any questions about your budget detail in the future then checking with your fiscal agent is your best bet.

14. **QUESTION:** I am working with the Central Region Consortium and a question that came up in regard to this RFA is – does the Regional Chairperson have to be employed by the fiscal agent district that is applying for the grant. We may have the situation that the chairperson is not employed by a district but would be either be an independent contractor or be employed by a different district than the fiscal agent. We wanted to be sure this is OK?

**ANSWER:** Yes an independent contractor may be employed and they may be employed by a different district. However, the district the contractor is employed in must be in the same region that is applying. In addition, since the accountability systems are attached to the fiscal agent, the application would have to show how having the Consortia Chair based at another community college district would not interfere with the relationships that need to be built with the fiscal agents top management and that the distance from one to another will not be prohibitive.