



CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE



CALIFORNIA COMMUNITY COLLEGES
Doing What MATTERS™
FOR JOBS AND THE ECONOMY

Technical Assistance Provider for Contract Education Grant Bidder's Conference RFA #14-320

**Tuesday, June 10, 2014
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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 (Please ask at any time)
- Clarification Questions:
Njeri Griffin at ngriffin@cccco.edu



Funding Overview

Funding Package:

- One (1) grant for \$237,525 for nine (9) months, with possibility of renewal.
- SB1402 funding source.
- Requires a match. The match requirement for this grant is 20%.



Program Overview/Objectives

Overview:

The Chancellor's Office is looking for a Technical Assistant Provider for Contract Education who will provide technical assistance to the California Community Colleges by promoting, supporting, and implementing contract education statewide.

Objectives:

- Serve as the first point of contact for Contract Education.
- Provide technical assistance and logistical support to local, regional, and statewide employers, industries, and businesses.
- Align program with Doing What Matters for Jobs and the Economy Framework.
- Stay current with trends and funding opportunities.
- Identify professional development opportunities.



Eligibility

Only California Community College districts are eligible to apply for this grant. If an application does not meet a minimum score of 75 points deemed to meet the performance and viability standards, it will not be funded, and the RFA can be reissued for competitive bid or sole sourced in the form of a capacity-building grant.



Performance Period

- Performance Period will be from September 10, 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 may be possible.



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:

Njeri Griffin

(916) 322-1440

ngriffin@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	15
Response to Need	25
Annual Work plan	20
Application Budget Summary/Application Budget Detail Sheet	15
Project Management	10
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 (*3 pages, 15 points*)
- Response To Need (*5 pages, 25 points*)



Application Format & Instructions (*Continued*)

- Annual Workplan (*20 points*)
 - Objectives
 - Metric Numbers
 - Activities
 - Performance Outcomes
 - Timelines
 - Responsible Persons



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



Calendar of Key Dates

May 6, 2014	RFA Released
June 10, 2014	Bidder's Conference
July 7, 2014	Deadline for Submitting Application
July 21, 2014	Notification of Intent to Award
August 8, 2014	Appeal Deadline
Sept. 8-9, 2014	Board of Governors Approval
Sept. 10, 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 this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed.
- 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 Grantee agrees to expend matching funds at least equal to the match identified on the face sheet of this Grant Agreement. Payments shall be based on project costs reduced to the extent of required matching funds. Chancellor's Office may invoice Grantee for the excess amount.



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
- Matching Costs



Appendix D

Common Metrics and Accountability Measures

Types of Measures:

- Quality of Services (applies to key talent roles)
- Leading Indicators of curriculum alignment to labor market needs
- Student Momentum Points



RECENT CHANGES TO THE RFA

A New RFA has been posted online that incorporates all the changes from Addendums 1 and 2.

– Changes to the RFA

- The Chancellor's Office will not interview the Key Talent.
- All application materials should be emailed to ngriffin@cccco.edu.
- Annual Work Plan should show attendance at CCCAOE meetings.



RECENT CHANGES CONTINUE

- Changes to the RFA Continue
 - The Appeals Deadline has changed to August 8, 2014.
 - Writing Samples from the key talent are no longer being requested.
 - Chancellor's Office approval is not required for the selection of the key talent.

**PLEASE SEE THE UPDATED RFA AND
ADDENDUMS ONLINE.**



Contact Information

Thanks for your participation
For Questions or Clarification Contact

Njeri Griffin

ngriffin@cccoco.edu