

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4554
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



February 20, 2014

TO: Chief Business Officers

FROM: Van Ton-Quinlivan, Vice Chancellor
Workforce and Economic Development Division

SUBJECT: Request for Information in Administration of the California Community Colleges for
AB 86 Adult Education Consortium Coordination and Technical Assistance Grants

SYNOPSIS: The California Community Colleges will administer leadership activities for AB 86 Adult Education Consortium Planning Grants, guided by the joint oversight partnership between the California Community Colleges, Chancellor's Office and California Department of Education. One-time funds totaling \$2,500,000 from the California Community Colleges, Chancellor's Office AB 86 funding is available for the continuation of leadership activities. These funds must be contracted with a community college district; therefore, the California Community Colleges, Chancellor's Office is soliciting interest by districts that are qualified and may wish to serve as fiscal agent for this project. The contract would be for a period of up to two years (with a maximum end date of June 30, 2015). Time is of the essence for continuing the implementation of this regional planning effort; therefore, interested districts must have demonstrated experience in administering similar projects with multiple stakeholders and contractors involved. The fiscal agent for this project will receive an administrative fee of five (5) percent of the total available budget.

ACTION REQUESTED: If you are interested in administering this project, please complete the [Certification of Interest and Qualifications form](#) and submit it to the Chancellor's Office no later than 5:00 p.m. on **Thursday, March 6, 2014**. Signatures are required. Responses may be sent by mail, fax or e-mail attachment (scanned .pdf file showing required signatures). This Request for Information may be a precursor to the issuance of a formal bid invitation if there are multiple encouraging responses. Send to:

Debra Jones, AB 86
California Community Colleges, Chancellor's Office
1102 Q Street, Sacramento, CA 95811-6549

CONTACT: Debra Jones | 916.322.6972 | djones@cccco.edu
Neil Kelly | 916.324.8895 | nkelly@cccco.edu
Fax: 916.324.6701

Attachment

Cc: Chief Executive Officers
Chief Student Services Officers
Chief Instructional Officers
Wendy Lozoya, Contract Management

Certification of Interest and Qualifications in Administering the AB 86 Adult Education Coordination and Technical Assistance Grant

Qualifications

Please attach a summary of the administrative qualifications and experience of your district in each of the following areas:

1. Service as a fiscal agent and/or fiscal management of contracts for projects of this scope;
2. A) Management and payment of subcontracts for projects;
B) Please describe your process for administering contracts with multiple project stakeholders;
3. Rapid start up and implementation of fiscal agent process.

Certification

I hereby certify that the information above is accurate and that the
_____ Community College District is interested in administering
the AB 86 Adult Education Coordination and Technical Assistance Grant.

Required Signatures

_____	_____
District Chief Executive Officer	Date
_____	_____
District Chief Business Officer	Date

District Contact (please type or print clearly)

_____	_____
Name	Title
_____	_____
Phone	E-mail address

This form must be **received** by the Chancellor's Office **no later than 5:00 p.m. on Thursday, March 6, 2014**. Signatures are required. Responses may be sent by mail, fax or e-mail attachment (scanned .pdf file showing required signatures). Send to:

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