

Statewide Accountability Dashboard, Research, Evaluation,  
and Data-related Toolkits Technical Assistance

RFA Specification No. 14-181

Clarifying Questions

Updated May 14, 2014

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- What is the allowance for staff time – project manager, contract specialist – in the budget?

*\$45,000 can be budgeted for staff time and benefits.*

- 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.*

- 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).*

- **How many “data” contractors are there currently that would be expected to subcontract under this project? How much are each being paid? What is the current timeframe for each of the current subcontracts?**

*There are currently two technical assistant providers and one data contractor. The current yearly grant amount for all three contractors is \$625,000, which may be adjusted in this grant. The current grants expire on September 30, 2014.*

- **Can we have a list of the current/relevant contractors with their contact information? We would like to contact them for additional information regarding the scope of the project and the current status on their projects.**

*The current technical assistant providers are Kathy Booth and Renah Wolzinger whose contact information is on the Doing What MATTERS website (<http://doingwhatmatters.cccco.edu/Contact.aspx>). The data contractor is Cal-Pass Plus ([ken@calpass.org](mailto:ken@calpass.org)). The Chancellor’s Office as well as the field is very satisfied of the work of these contractors.*

- **Do we need to name the subcontractors in the proposal?**

*It is not required to list subcontractors. However, if you do have contractors that you have identified, please feel free to list them.*

- **What kind of relationship would the fiscal agent have with the current Cal PASS Plus managers (San Joaquin Delta and ERP)?**

*The fiscal agent will be responsible for contracting technical assistance providers and potential other services that integrate with CalPass Plus for LaunchBoard activities.*

- **How are the existing subcontractors currently being evaluated? Does the Chancellor’s Office expect their evaluation to be more in depth than what is being done currently?**

*The current contractor’s are being evaluated based on quarterly reports of activities. All technical assistant providers are subject to 360 feedback,*

***as well as common metrics. Please remember that the fiscal agent is not responsible for common metrics. The fiscal agent will be responsible for processing and monitoring contracts and payments.***

- **Will the project ever require seeking additional bids for new contracts? Would the fiscal agent be responsible for releasing a call for bids?**  
***Yes, we intend that there will be additional bids for new contracts and the District will be responsible for releasing the call for bids. The Chancellor's Office will provide direction on new initiatives for this project.***
- **How many times a year per consortium and CCCCDO does the fiscal agent need to travel to meetings (see number 6 on page 12 of RFA)? Is this the responsibility of the fiscal agent or a subcontractor?**  
***No travel is necessary for the fiscal agent. Travel will be for contractors.***
- **Please confirm that you said during the bidder's conference that the \$35,000 dedicated for staff includes all the staff at the fiscal agent's organization including the Project Director. What experience level do you expect the Project Director to have and does this include benefits?**  
***The allotted amount for staff is up to \$45,000 which includes benefits. The expected role of the "Project Director" is that they will be the single point of contact, ensuring that contracts and payments are executed. It is the expectation that the Project Director and the Chancellor's Office will maintain a good working relationship. Additionally, there will be a maximum 24 hour response time to inquiries. It is expected that the fiscal agent will process fiscal payments, collect quarterly reports and workplans from contractors, and monitor contractors. PLEASE NOTE: The requirement for 80% time for the "Project Director" has been eliminated from the RFA.***

- As we do not want to make any assumptions, please explain what all should be expected to come out of the \$700,000 (i.e., subcontracts, etc.)? How much of the \$700,000 is already committed? The current estimate budget is:

***Subcontractors: \$625,000***

***Salaries and Benefits: up to \$45,000***

***Indirect Costs: \$28,000 (\$700,000 \* 4%)***

***Excess: \$2,000***

- What is the reasoning behind the request for a letter of support from each of the consortium member colleges?

***Disregard – eliminated from the RFA***

- If this is a technical assistance grant, why is a 10% match required.

***Match is required by the statute of SB1402 regardless of the type of grant.***

- Will this be an upfront award to the grantee?

***It is common policy that grants receive a 40% upfront award. The Chancellor's Office is researching the ability to possibly increase the upfront award for this grant.***

- Since we are primarily subcontracting most of the work and the District is basically acting as the fiscal agent, do we need to submit a detailed workplan with its individual budgets for the subcontractors? I know there are elements of this project that have not yet been identified and thus the workplan's specificity is a bit dependent on what rolls out from the Chancellor's Office about the LaunchBoard?

***You do not need to provide a detailed work plan for all elements of this project since some objectives have been identified but not yet funded. The Chancellor's Office does not expect the Districts to provide detail on something that has yet to be assigned. Thus, in the work plan for all non-***

***LaunchBoard objectives, you may put “At the direction of the Chancellor’s Office.”***

- **In the RFA – page 10 – Item 10 Project Management it asks for “At a minimum the management plan requires a narrative consisting of a response to questions, an organizational chart, a governance chart. The organizational and governance charts, and letters do not count against the five page narrative limit.” Can you please clarify if both an org chart and governance chart is required and if so, please explain the difference between the two?**

***Yes, an org chart or a governance chart is required. There is no real difference between a governance chart or an organizational chart for the purposes of this RFA. The Chancellor's Office wants to see how the reporting structure will be.***