

Technical Assistance Providers for Career Pathways Design Bidder's Conference RFA #14-189

Friday, January 23, 2015



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

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California Community Colleges Chancellor's Office



Bidder's Conference Agenda

- Bidder's Conference Information
- Overview of RFA
- RFA Instructions
- RFA Specification
- Questions & Answers
- Next Steps





Bidder's Conference Information

- Bidder's Conference access information:
<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/DivisionWebinars.aspx>
- Participants will be muted.
- Please use the chat feature to ask clarifying questions. These questions will be addressed following the webinar.



Overview of the RFA



Summary of Objectives

This grant provides funds for a **two-person key talent team** of TAPs for Career Pathways Design responsible for:

- recommending legislative and regulatory policies and procedures;
- identifying and disseminating best practices that will improve Career Pathways statewide; and
- providing leadership, guidance, and technical assistance at the local, regional, and state level in order to expand and improve Career Pathways from middle and high schools to community college programs and promote student success.



Funding and Performance Period

Available funding:

- One (1) grant for \$950,000 for 24 months.

Funding source:

- SB 858 (formerly SB 1070, Steinberg, Career Technical Education Pathways Program).

Performance Period:

- July 1, 2015 to June 30, 2017.



Eligibility: *Applicants*

Who can apply:

- California Community College Districts.
- Districts may subcontract services out to other institutions/organizations, including other Community Colleges or Community College Districts.



Eligibility: *Scoring and Past Performance*

- Applications must obtain a minimum averaged score of 75 to be considered for funding.
- Past performance of grantees on other state grants will be a consideration prior to final selection.



RFA Instructions



Application Scoring

Section	Maximum Points
Need	5
Response to Need	20
Annual Work plan	25
Application Budget Summary/ Application Budget Detail Sheet	15
Project Management	15
Dissemination	5
Coverage	15
Total Points	100



Application Scoring: *Coverage*

- Applicants must demonstrate they can provide geographic and content area coverage.
- Evidence of coverage should be infused throughout the application.



Causes of Application Rejection

- It is received after the due date or sent to the wrong e-mail address.
- All required application documents are not submitted in a single e-mail.
- Contains facsimiles of forms and has changed language on those forms.
- Narrative sections exceed the page limit.
- The RFA Specification Number is not correct on all the documents.



Causes of Application Rejection (*continued*)

- The budget worksheets exceed the amount allocated as detailed in the RFA Specification.
- Both TAPs for Career Pathways Design do not meet the minimum 80 percent time requirement shown within the Application Budget Detail sheet.
- The budget worksheets do not show attendance at required meetings.



Application Sections

- CEO Cover Letter
- Contact Page
- Application Abstract *(1-page limit)*
- Table of Contents
- **Need** *(3-page limit)*
- **Response to Need** *(10-page limit)*
- **Annual Work plan**
- **Application Budget Summary** *(with Project Director's and Chief Business Officer's/ Designee's signatures)*
- Application Budget Detail Sheet
- **Project Management Plan** *(5-page limit, plus a description of project mgmt structure, an org chart, and Intent-to-Participate letters, if any)*
- Dissemination *(1-page limit)*
- Out-of-State Travel Form(s) *(if requested)*



Application Formatting

- 1” margins
- Single or double spaced
- 12 pt. Arial font
- Keep to narratives page limits



Submission Information

Due date: **5:00pm on Friday, March 6, 2015**

Email address: **CareerPathwaysTAP@cccco.edu**

Subject line: **14-189: 2014-2015 Career Pathways Design TAPs**

Format: **Single pdf, no larger than 10mb**



Appendices

- Appendix A: Legal Terms and Conditions
- Appendix B: Application Forms
- Appendix C: Guidelines, Definitions and Allowable Expenditures
- Appendix D: Common Metrics and Accountability Measures



RFA Templates

- CEO Cover Letter Template & Out-of-State Travel Request Form:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/RFATAPCareerPathwaysDesign.aspx>



RFA Specification



Need

Need should:

- Identify the value of Career Pathways development.
- Describe landscape of Career Pathways development and identify challenges and opportunities.
- Describe your understanding of the needs of Career Pathways practitioners in the state.
- Discuss the intersection of Career Pathways work with on-going educational and workforce development activities in the state.



Response to Need

Response to Need should describe:

- General approach to the provision of technical assistance.
- Technical assistance plan, including:
 - how the needs specified will be addressed; and
 - how it will accomplish all of the Objectives.



Annual Work Plan

Annual Work Plan:

- Includes the pre-populated Objectives.
- Should map to the 'Response to Need' narrative.
- Describes each Objective's activities (including the outcomes, timelines, and responsible persons associated with each activity).



Response to Need/Annual Work Plan: *Objectives*

- Objective #1: Supply Structural Support
- Objective #2: Engage in Strategic Learning
- Objective #3: Foster the Career Pathways
Community of Practice (CoP)
- Objective #4: Provide Direct Technical
Assistance to CTE Pathways
Program Grantees
- Objective #5: Generate Shared Knowledge



Project Management Plan

Project Management Plan should describe:

- Ability to recruit and retain quality staff for grant-funded positions.
- Plan for ensuring TAP hires meet minimum and desired qualifications.
- Plan to hire TAPs in a way that ensures:
 - coverage of geographic and content area expertise; and
 - all the objectives and activities detailed in the Response to Need/Annual Work Plan are accomplished.



Project Management Plan

Requirements

- The TAPs for Career Pathways Design is a team of two key talents.
- Both key talents are expected to be employed at 80% to 100% of a position.



Project Management Plan

TAP Qualifications

Minimum Qualifications:

- **Both** must have hands-on experience developing and implementing career pathways across multiple secondary and post-secondary institutions.
- **At least one** must be a current or former CTE Dean at a Community College.



Reporting Requirements

- Deliverables:
 - Design Report
 - Interim Report
 - Final Report
- Year-to-Date Expenditures and Progress Report
- Accountability Reporting:
 - Quality of Service Measure



Questions and Answers



Question:

Intent to Apply Letter/Form

- Is there an intent to apply or interest form for this grant?





Question:

Intent-to-Participate Letters

- Please explain your intention of the parameters of the “Intent-to-Participate Letters from partners.”
- Please provide an example or explanation of the RFA wording of ... “it is encouraged where appropriate.”
- Is there a template or an example of Intent-to-Participate Letter(s) from partners?





Next Steps



Calendar of Key Dates

December 23, 2014	RFA Released
January 16, 2015	Questions for Bidder's Conference due
January 23, 2015	Bidder's Conference
March 6, 2015	Deadline for Submitting Application
April 1, 2015	Notification of Intent to Award
April 15, 2015	Appeal Deadline
May 18-19, 2015	Board of Governors Approval (grants over \$100,000)
July 1, 2015	Grant Commencement
June 30, 2017	Grant End Date



Bidder's Conference Follow-up

- Questions answered on this webinar will be posted on the Chancellor's Office website.
- No additional content questions will be accepted.
- Only technical questions will be answered.
- Clarification addendums may be issued, if necessary.



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 Information

Contact for RFA Instructions and/or Specification:

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(916) 322-4285

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Webinar Archives:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/RFAWebinars.aspx>



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