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

Communications, Professional Development, and Logistics Hub Grant
Bidder's Conference
RFA #15-190

**Wednesday, March 4, 2015 Njeri Griffin and Javier Romero
Workforce and Economic Development Division
California Community Colleges Chancellor's Office**

Bidder's Conference Agenda

- Bidder's Conference Information

- RFA Overview and Instructions

- RFA Specifications

Bidder's Conference Overview

Bidder's Conference

http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs/DivisionWebinars.aspx

- Participants will be muted.

- Questions (Email questions to LogisticsHub@cccco.edu).

- Wednesday, March 11, 2015, is the last day to submit Clarifying Questions. Please send questions by 5:00 p.m. to the email address listed above. Questions submitted after 5:00 p.m. will not be answered.

- Answers to clarifying questions will be posted to the RFA webpage by 5:00 p.m. on Wednesday, March 18, 2015.

RFA Overview and Instructions

Grant Purpose

This grant establishes a centralized Communications, Professional Development, and Logistics Hub in support of the SB 1402 EWD Program.

Funding and Performance Period

Available Funding:

- One (1) grant for $550,000 for one year, with the possibility of renewal.

Funding Source:

- SB1402 , Perkins 1B and SB 858 (Formally SB 1070)

- Requires a match. The match requirement for this grant is 20% which is equal to $110,000 in matching resources.

Performance Period:

- July 1, 2015 – June 30, 2016

Examples of Match

- District commitment such as supervision, rent, utilities, etc.;
- Other state grants (with the exception of other Economic and Workforce Development
- Program SB 1402 grants);
- Equipment donations;
- Professional time donated to the project by individuals (outsider the colleges);
- Donations of office space or meeting locations (at market rental value);
- Donation of booth space or conference attendance.

Please take a look at Appendix C for more information on matching

Who can apply:

- Only California Community College Districts.

- 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.

Application Scoring

Section	Maximum points
Need	10
Response to Need	20
Annual Work Plan	15
Application Budget Summary/Application Budget Detail Sheet	10
Project Management	10
Quality of Contractual Services	20
Continuity	15
Total Points	**100**

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 *(one page)*
- Table of Contents
- Need *(six pages,10 points)*
- Response To Need *(six pages, 20 points)*

- Annual Work Plan *(15 points)*
  - ➤ Objectives
  - ➤ Metric Numbers
  - ➤ Activities
  - ➤ Performance Outcomes
  - ➤ Timelines
- ➤ Responsible Persons

Application Format & Instructions *(Continued)*

- Application Budget & Budget Detail (*10 points*)

  ► Budget Detail Sheets

  ► Budget Summary

  ► Indirect Administrative Costs

  ► Project Director Funding

Application Format & Instructions *(Continued)*

- Project Management Plan *(five pages, 10 points)*

- Quality of Contractual Services *(four pages, 20 points)*

- Continuity *(four pages, 15 points)*

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.

- The budget worksheets exceed the amount allocated as detailed in the RFA Specification.

- The annual work plan and budget worksheets do not show attendance at required meetings.

Calendar of Key Dates

February 18, 2015	RFA Released
March 4, 2015	Bidder's Conference
March 11, 2015	Clarifying Questions Due
March 18, 2015	Clarifying Questions Answered
April 6, 2015	Deadline for Submitting Applications
April 15, 2015	Notification of Intent to Award
April 29, 2015	Appeal Deadline
May 18-19, 2015	Board of Governors Approval
July 1, 2015	Grant Commencement
June 30, 2016	Grant End Date

Submission Information

Due date: **5:00pm on Monday, April 6, 2015**

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

Subject line: **2015-16 Communications, Professional Development and Logistics Hub**

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 Specification

A Brief Review of the Need Section

The Needs Section should:

- Describe the Doing What MATTERS for Jobs and the Economy (DWM) framework and its likely evolution with the new BOG Task Force on Workforce, Job Creation and a Strong Economy.

- Describe the DWM communication support structure currently in existence.

- Describe your ability to serve as fiscal agent for professional development subcontracted needs.

Response to Need should describe:

- The private sector vendor you propose to subcontract with.

- Your ability to serve as a fiscal agent to contract services.

- What ideas you have to improve the effectiveness of DWM through this grant.

Annual Work Plan:

- Describes each Objective's activities (including the outcomes, timelines, and responsible persons associated with each activity).

Objectives

- Describe how the statewide hub will provide services in the area of communications.

- Describe how the statewide hub will provide services in the area of professional development.

- Describe how the statewide hub will provide services in the area of logistics.

- Describe how you will manage the fiscal and quarterly reporting obligations of this grant.

- ## **Project Management Plan**
  - – Organization Chart
  - – Intent-to-Participate letters from participating community colleges (if applicable)
  - ▪ **Management Narrative**
  - – District readiness and commitment to utilizing the Launchboard for data collection, etc.
  - – Discuss the extent to which your two Technical Assistance Providers have reviewed, or will review, the onboard items 1.0-1.4 on the DWM website.

Quality of Contractual Services

- When answering the questions please provide information on the subcontractor you will use. If you do not have a subcontractor describe what qualities/qualifications you would look for in a subcontractor that is hired to complete the work on this grant.

Continuity

- Describe your plans for a successful transition of the DWM infrastructures.

- Describe how you will establish successful relationships with the key talents.

Bidder's Conference Follow-Up

- If you have any clarifying questions please send them to LogisticsHub@cccco.edu by 5:00 p.m. Wednesday, March 11, 2015. Any questions received after that time will not be answered.

- Answers to clarifying questions (including those in today's chat box) will be posted to the RFA webpage by 5:00 p.m. on Wednesday, March 18, 2015.

If you have trouble submitting your application, trouble with documents, or with the LogisticsHub@cccco.edu email box please let us know right away.

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 or Javier Romero
LogisticsHub@cccco.edu

Thanks for your participation

For Questions or Clarification Contact

Njeri Griffin or Javier Romero

LogisticsHub@cccco.edu