



Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

Request for Applications

RFA Instructions, RFA Specification, and Terms & Conditions

Program

Communications, Professional Development and Logistics Hub

RFA Specification Number

15-190

Funding Fiscal Year

2015-2016

Total Funds Available

Up to \$550,000

Funding Source

Economic and Workforce Development Program Senate Bill 1402 (Lieu)
Perkins Leadership 1B
Senate Bill 858 (Formally Senate Bill 1070) Career Technical Education
Pathways

RFA Release Date: Wednesday, February 18, 2015

Application Deadline

Applications must be received electronically at the Chancellor's Office by
5:00 p.m. on Monday, April 6, 2015

Questions Deadline

Written questions concerning the specifications in this Request for
Applications must be submitted by e-mail to logisticshub@cccco.edu.

Bidder's Conference: Wednesday, March 4, 2015, 1:00 p.m.

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This section MUST be followed in developing the applications and implementing the projects.

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Chancellor's Office, California Community Colleges

RFA Instructions

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the Chancellor's Office of the California Community Colleges.

Applications must be submitted using the format and sequence described in these Instructions and address the Request for Applications (RFA) Specification for the project for which funding is sought.

B. Program Overview

Doing What MATTERS for Jobs and the Economy framework

The goals of the Doing What MATTERS for Jobs and the Economy (DWM) framework are as follows: to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and get Californians into open jobs. Key activities under this framework include: a focus on regional priority/emergent sectors and industry clusters (to be referred to simply as "sectors"); take effective practices to scale; integrate and leverage programming between funding streams; promote common metrics for student success; remove structure barriers to execution. It is the intent of the CCCCO Division for Workforce and Economic Development, wherever possible, to target incentive funds against three thematic areas in support of this framework: regions, sectors, and technical assistance.

SB 1402 California Community Colleges Economic and Workforce Development Program

Existing law, up to January 1, 2013, established the California Community Colleges Economic and Workforce Development Program. Senate Bill 1402 (Lieu) reauthorized the program for another five years, effective January 1, 2013, with the following mission statement:

1. The program shall be responsive to the needs of employers, workers, and students.
2. The program shall collaborate with other public institutions, align resources to foster cooperation across workforce education and service delivery systems, and build well-articulated career pathways.
3. Program decisions shall be data-driven and evidence-based, investing resources and adopting practices on the basis of what works.

4. The program shall develop strong partnerships with the private sector, ensuring industry involvement in needs assessment, planning, and program evaluation.
5. The program shall be outcome oriented and accountable, measuring results for program participants, including students, employers, and workers.
6. The program shall be accessible to employers, workers, and students who may benefit from its operation.

Perkins Leadership 1B

The **California State Plan for Career and Technical Education**, approved in March 2008 by both the State Board of Education and the Board of Governors of the California Community Colleges, establishes the vision, goals, and essential elements of a world-class career technical education system for the United States. **Perkins IV** centers on the improvement of secondary and postsecondary courses and programs that are intended to build the knowledge, skills, attitudes, and experiences needed to enter and succeed in the world of work.

The mission, as stated in the California State Plan for Career Technical Education is to “provide industry-linked programs and services that enable all individuals to reach their career goals in order to achieve economic self-sufficiency, compete in the global marketplace, and contribute to California’s economic prosperity.

The purpose of the Perkins IV funds is to develop the academic, career, and technical skills of secondary students and postsecondary students who elect to enroll in career and technical education programs by:

1. Building on the efforts of the states and localities to develop challenging academic and technical standards to assist students in meetings such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions;
2. Promoting the development of services and activities that integrate academic, CTE instruction, and that link secondary and postsecondary education for participating CTE students;
3. Increasing state and local flexibility to provide services and activities designed to develop, implement, and improve CTE;
4. Ensuring the dissemination of information on best practices that improve CTE programs, services, and activities
5. Provide technical assistance that:
 - a. Promotes leadership, initial preparation, and professional development at the state and local levels; and

- b. Improves the quality of CTE teachers, faculty, administrators, and counselors.
6. Supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, local workforce investment boards, business and industry, and
7. Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

SB 858 (formerly SB 1070) Career Technical Education Pathways Program Overview

Senate Bill 1070, Steinberg, extended the Career Technical Education Pathways Program until June 30, 2015. The purpose of the bill is to engage K-16 in improving linkages, increasing readiness of secondary students for postsecondary education, and increasing student success and training in postsecondary education by developing career technical education pathways between high schools and community colleges.

The mission of the Career Technical Education Pathways program is to contribute to California's job growth and economic vitality through collaboration and articulation between California's middle and high schools, postsecondary education, and regional business and labor organizations to increase student success in postsecondary education and careers in high growth, high need, or emerging regional economic sectors. Directives set forth in SB 1070 are to increase readiness of middle and high school pupils for postsecondary education and careers in regional economic sectors by:

- Aligning existing postsecondary technical preparation programs and courses with high school career technical education curriculum to ensure seamless transitions for students.
- Increasing attainment of industry recognized certificates.
- Promoting productive partnerships between educational institutions and business and industry to build upon existing regional structures.
- Promoting and tracking participation of high school and college students in articulated and dual enrolled courses, and the credit awarded.
- Providing professional development to teachers and faculty.
- Expanding student's opportunities in paid or unpaid work experience programs and internships.
- Successful implementation of the State's existing career pathways.
- Validating reliable measures to establish readiness for postsecondary education and career.

C. Funding

The initial funds for this grant will be 2015-16 EWD Program funding source at the level of \$450,000 with an added \$100,000 from Perkins for a total of \$550,000. Of the \$450,000, the budget must secure a full time individual to serve in a “key talent” role as Technical Assistance Provider (TAP) for Logistics. The remaining funds will support contractual services for Communications and miscellaneous cost associated with Logistics (and may include meeting facilitation, performance coaching, technical assistance, supplies and travel, etc.). The \$100,000 in Perkins fund is reserved for professional development procured through the California Community College Association of Occupational Education (CCCAOE) organization.

The Chancellor’s Office reserves the right to adjust awards based upon the availability of funds. The Chancellor’s Office reserves the right to fund applications at a lesser amount if it is determined that the application can be implemented with less funding. If state funding is not sufficient to fully fund, or if a partial scope is the best path forward.

The Communications, Professional Development and Logistics Hub grant provides one-time funding, with eligibility for renewal depending on available funding for up to three (3) years. The total budget for 2015-16 for this Request for Application is \$550,000. One (1) grant will be awarded.

D. Eligibility

Only a community college district is eligible to apply.

If there are none or insufficient application(s) that meet the minimum score of 75 points viability threshold, the grant will not be funded. The Chancellor’s Office then can opt to rebid, sole source with some technical assistance, or issue a capacity-building grant.

Capacity-Building Grant

If there are no applications or insufficient applicants passing the 75 point threshold, the Chancellor’s Office may opt to issue a capacity-building grant to seed the needed public capacity sole source.

Past Performance

Per SB 1402, the Chancellor’s Office can consider past performance prior to making final selection and as a basis for not making an award to an applicant.

E. Performance Period

The application will be awarded for the time period July 1, 2015, through June 30, 2016. See listing of **key dates** for quarterly and final report deadlines. The application may be renewed annually for up to an additional three (3) years contingent on successful completion of required outcomes and availability of funding. SB 1402 requires an assessment of the past performance of a grantee that has been awarded other

economic workforce development grants or other state grants, including an assessment of whether the grantee's previous awards produced project deliverables specified in the grant applications.

No extensions will be granted for this funding, unless approved by the Chancellor's Office due to special circumstances.

F. 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.

For these Instructions and/or RFA Specification contact:
Njeri Griffin or Javier Romero via e-mail at logisticshub@cccoco.edu

G. Bidder's Conference

A **Bidder's Conference** will be held for this RFA as a Webinar. Webinars will be held at the Chancellor's Office on the date and time posted on the cover of this RFA. The Chancellor's Office requests that potential applicants register for this Webinar at www.cccconfer.org. Failure to attend the Bidder's Conference will not preclude the submission of an application.

H. Application Format and Instructions

An Excel workbook (Appendix B) has been developed which contains a contact page, annual work plan, application budget summary, and an application budget detail sheet. This workbook must be used when submitting an application and has been designed in order to save the applicant time in filling out redundant information. The workbook contains formulas that will also prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the cover letter, abstract, need, response to need, the management section and intent-to-participate letters are not part of the workbook. The out-of-state travel form and the CEO cover letter template can be found with the online application materials.

The following instructions prescribe the format and order for the development and presentation of the application for both the workbook and the narrative sections of the application. In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied.

Applicants are expected to follow these instructions while using the **RFA Specification**, the forms provided in Appendix B and the CEO cover letter template and out-of-state travel form found with the online application materials.

The Chancellor’s Office may require the applicant to make adjustments in the budget, annual work plan, or other aspects of the application prior to funding the grant.

Grant applications are scored based on a 100-point scale as indicated in the list provided below.

NOTE: A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

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

1. Face Sheet

NOTE: The completed application will be submitted electronically therefore no face sheet will be required. If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

2. Cover Letter

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission process stating that the Community College District is willing to be the fiscal agent if funded and is submitting the attached application for Chancellor’s Office review.

3. Contact Page

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. The first tab “Do First” of the workbook requires the applicant to fill in the following information first:

- The community college district that is applying (click twice on the community college text box and choose the community college district from the provided drop down menu).
- If a college within the district is housing the project director then this college will be selected (click twice on the college text box and choose the college from the drop down menu provided). If the project director is working out of

the district office (in a multi-college district) than click twice on the college text box and choose N/A out of the college menu.

After filling in the “Do First” tab, the District, applicable college, budget allocation, and regional name will auto fill within the contact page, application budget summary, application budget detail sheet and Annual Work Plan. The contact page tab must be filled in second. After filling in the contact page, Project Director and the Chief Business Officer name and title will auto fill within the application budget summary. These auto fill features prevent incorrect and/or inconsistent information within the application.

4. Application Abstract

(Narrative – Limited to one page, 1” margins, single- or double-spaced, 12 pt. Arial font)

The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA specifications, and deliverables (products/services/outcomes).

5. Table of Contents

The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

6. Need

(Narrative – Limited to six pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

The need section is a narrative that concisely describes the need for the projects as defined by the questions listed in the Needs section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

7. Response to Need

(Narrative – Limited to six pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

This section is a narrative that at a minimum responds to all the questions listed in the ‘Response to Need’ section in the RFA Specification.

8. Statement of Work (Annual Work Plan)

a. Objectives

Objectives should be based on the needs of the proposed project while remaining consistent with the Objectives in the RFA Specification.

List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth. Up to ten objectives can be selected.

Additional copies of the form will be needed to address all of the project objectives.

NOTE: While each object must be on its own form that does not preclude a single objective having activities that cover more than one page.

b. Common Metrics and Accountability Measures

A minimum of one leading indicator is required. Identify the specific metric(s) listed on the Common Metrics and Accountability Measures in appendix D that this objective affects and place the corresponding number(s) in the appropriate box under Objectives on the form.

c. Activities

Project activities are the basic steps that are required to be taken to implement the stated goals of the project and to achieve results. Major activities and tasks should be outlined in the activities section of the Annual Work Plan for each objective.

d. Performance Outcomes

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Statement of Work (Annual Work Plan).

e. Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities are scheduled to be completed. Do not make activities “on going” or year long. An estimated completion date must be entered. ”

f. Responsible Persons

Identify specific individual(s), by role who are responsible for completing the stated activities.

**9. Application Budget Summary/
Application Budget Detail Sheet**

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix C – Guidelines, Definitions and Allowable Expenditures has been developed. Please review these guidelines before completing your application budget summary and application budget detail sheet.

**a. Completion of Application Budget Detail Sheet/
Application Budget Summary**

The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

Application Budget Detail Sheet: The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto fills and adds the application budget summary.

The application budget detail sheet is found within an Excel workbook in Appendix B. The budget detail sheet is filled in after completing the “Do First and Contact Sheet” tabs within the workbook because these sheets will auto fill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

Application Budget Summary: After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding four originals in an ink color other than black will be requested in hard copy).

When entering dollar amounts, round off to the nearest dollar, DO NOT INCLUDE CENTS.

b. Indirect Administrative Costs

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget

summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

c. Travel

For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

This grant requires fall and spring travel to the California Community College Association of Occupational Education (CCCAOE) conferences to receive professional development scheduled by the Chancellor's Office including budgeting a pre-day to the conferences. These conferences are mandatory and so must be clearly budgeted within the application budget detail sheet.

d. Equipment Purchases

It is the intent of this funding to design and implement long-term effectiveness and sustainability. Therefore any equipment budgeted will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

e. Meetings

In addition to the CCCAOE conferences, the two Technical Assistance Providers should plan for travel to attend quarterly Extended Operations meetings and a handful of other meetings as needed.

Attendance at these meetings must be listed in the application annual work plan and the travel section of the application budget detail.

f. Match

A 20 percent (20%) in-kind match is required for this grant. Indicate on the forms provided the amount of investment in the project by partners, program income for services provided and matching resources contributed to funding the project by your district and/or other stake holders or donors.

The level and commitment from business and industry shown by cash or in-kind matching basis is **required** for subsidized internships and performance-improvement training activities.

For all other activities, matching resources may come from various sources and may be cash or in-kind. In-kind resources include, but are not limited to, staff time (i.e., industry partners attending advisory committee meetings), facilities, and the use of equipment. Cash match may include monetary or equipment donations. All matches should offset real costs of the project.

Examples of match include, but are not limited to:

- District commitment such as supervision, rent, utilities, etc.
- Employment Training Panel (ETP) contracts
- Federal grants
- Other state grants (except other Economic and Workforce Development grants)
- Equipment donations
- Professional time donated to the project by individuals (outside of colleges)
- Donations of office space or meeting locations (at market rental value)
- In-kind services by outside organizations, e.g. mailings, advertisements in existing flyers, labor hours paid for during training, donations of booth space or conference attendance
- Indirect administrative overhead costs not to exceed 4% of the total grant amount.

NOTE: Grantees will be expected to include in their final report all match actually generated.

Budget Detail Sheets must be prepared for each donor of matching resources. The budget detail must clearly delineate the proposed expenditures for both the requested Economic and Workforce Development Program funds and the matching funds. Budget detail sheets for match must have either the signature of the match donor, a written agreement, or an accompanying letter committing the specific resources identified in the budget detail sheet. The responsible person of the business or organization who has the authority to commit the matching resource shall sign this letter. Do not include general letters of support that do not specifically describe matching resources. Participation Agreements, Cooperative Agreements, and Partnership Agreements, as described earlier in the Project Management Plan section of this RFA

Specification, can also act as a vehicle to provide evidence of fund/resource commitments.

10. Project Management Plan

(Narrative – Limited to five pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

See the RFA Specification for a complete description of management plan requirements. At a minimum the management plan requires a narrative consisting of a response to questions, an organizational chart, and a governance chart. The organizational chart, governance charts and letters do not count against the five page narrative limit.

11. Quality of Contractual Services

(Narrative – Limited to four pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

In this section please discuss the subcontractor that you will use to provide the full-service communications support outlined and how this firm will assign a Technical Assistance Provider for Communications to serve as a single point of contact for their services. In addition, list the background of any potential consultants you would recommend for meeting facilitation services or performance improvement services. Furthermore, include details on potential consultants that will provide professional development. Please include responses to the questions in this section of the RFA Specifications.

12. Continuity

(Narrative – Limited to 4 pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

In this section please explain how you plan to minimize disruption and effectively maintain and build upon assets that were created under the Doing What MATTERS for Jobs and Economy framework (e.g., Practices with Promise, eUpdates, listservs, interactive maps) and what is currently on the website. Please include responses to the questions in this section of the RFA Specification.

13. Application Procedures

- a. The application must be received in a single PDF document in the order specified above. It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

- 1) The cover letter must be signed by the district's Chief Executive Officer or authorized designee;
 - 2) Application Budget Summary must be signed by the district's Chief Business Officer (or authorized designee) and the Project Director.
- b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed with the subject line reading: **2015-2016 Communications, Professional Development and Logistics Hub to LogisticsHub@cccco.edu by 5:00 p.m. Monday, April 6, 2015.** Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to:

For these Instructions and/or RFA Specification contact:
Njeri Griffin or Javier Romero via e-mail at logisticshub@cccco.edu

The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is 10 mb. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

NOTE: Within two business days after receiving an application via e-mail the Chancellor's Office will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact Njeri Griffin or Javier Romero at the e-mail address above to confirm receipt of their application.

I. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received.

A grant application shall be rejected prior to scoring if:

1. It is received at the Chancellor's Office via electronic submittal later than **5:00 p.m. on Monday, April 6, 2015** or sent to the wrong e-mail address.
2. The RFA Specification Number is not correct on all the documents.
3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated as detailed in the RFA Specification.
4. The Annual Work Plan and/or Application Budget Detail Sheets do not show attendance at the CCCAOE meetings.
5. It does not include all the following required application components submitted in a single PDF email:
 - a. A cover letter signed by the CEO or designee of the Community College District

- b. Contact Page
 - c. Application Abstract (narrative must not exceed page limit)
 - d. Table of Contents
 - e. Need (narrative must not exceed page limit)
 - f. Response to Need (narrative must not exceed page limit)
 - g. Annual Work Plan
 - h. Application Budget Summary
(Project Director's signature)
(Chief Business Officer's/Designee's signature)
 - i. Application Budget Detail Sheet/Match Sheet
 - j. Out-of-State Travel Form(s) (if out-of-state travel is requested)
 - k. Project Management Plan (narrative does not exceed page limit, plus an organizational chart and governance chart)
 - l. Quality of Contractual Services Vendors (narrative must not exceed page limit)
 - m. Continuity (narrative must not exceed page limit)
6. The applications contains facsimiles of forms and has changed language on those forms (this may cause a rejection).
7. The narrative sections of the application exceed the maximum page limit specified.

J. Calendar of Key/Reporting Dates

Key Dates

| | |
|-------------------|---|
| February 18, 2015 | RFA Released |
| March 4, 2015 | Bidder's Conference |
| March 11, 2015 | All Clarifying Questions Due |
| March 18, 2015 | All Clarifying Questions Answered |
| April 6, 2015 | Deadline for Submitting Application |
| April 15, 2015 | Notification of Intent to Award |
| April 29, 2015 | Appeal Deadline |
| May 18-19, 2015 | Board of Governors Approval (grants over \$100,000) |
| July 1, 2015 | Grant Commencement |
| June 30, 2016 | Grant End Date |

Reporting Dates

| | |
|------------------|--|
| October 25, 2015 | 1st Quarter Year-to-Date Expenditure and Progress Report due |
| January 25, 2016 | 2 nd Quarter Year-to-Date Expenditure and Progress report due |
| April 25, 2016 | 3 rd Quarter Year-to-Date Expenditure and Progress Report due |
| June 30, 2016 | Grant End Date |
| July 25, 2016 | 4 th Quarter Year-to-Date Expenditure and Progress Report due |
| August 31, 2016 | Final Claim of Expenditures and Final Report |

Chancellor's Office, California Community Colleges

RFA Specification

| | |
|-------------------------------|---|
| RFA Specification No.: | 15-190 |
| RFA Title: | Communications, Professional Development and Logistics Hub |
| Funding Source: | SB 1402 – Economic and Workforce Development Program; Perkins 1B Leadership Funds Senate Bill 858 (Formally SB 1070) Career Technical Education Pathways Program |
| Funding Period: | July 1, 2015 through June 30, 2016 |
| Total Funds Available: | Up to \$550,000 |
| Number of Awards: | One |
| Match: | 20% (Cash or In-Kind) |

BACKGROUND

Framework for Doing What Matters for Jobs and the Economy

Within the reference materials section at the end of the RFA are links to the Doing What MATTERS for Jobs and the Economy Framework website, Senate Bill 1402, Perkins IV and Senate Bill 1070 for those that wish to research these documents for a full understanding of the system goals and or legal requirements for this RFA.

INTRODUCTION

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

NEED

The purpose of the need section is so that the applicant can concisely describe the labor market need as it currently exists as it relates to the project that is being proposed.

1. Describe your understanding of the Doing What MATTERS for Jobs and the Economy (DWM) framework and its likely evolution with the new Board of Governors Task Force on Workforce, Job Creation and a Strong Economy.
2. Describe the DWM communications support structure currently in existence, including the breadth and depth of website support under doingwhatmatters.cccco.edu and

cccwd.net, eUpdate/eAlert, Practices with Promise eShowcase, media support, copy writing, video production, communications strategy and planning, social media support, branding and graphics support, and more. Describe the possible use of the EdX to expand the adoption of Practice with Promise or highlight DWM leadership.

3. Describe how the role of TAP in Logistics can serve as a single point of contact for the Chancellor's Office on logistical matters necessary for an efficient coordination of advisory bodies and the field, and serve as a fiscal agent in procuring professional development and full-service communications.
4. Describe how the TAP of Logistics would need to be proficient on collaboration technologies outlined in the left column of 1.0 at <http://doingwhatmatters.cccco.edu/ForWEDDGrantees.aspx> and be able to instruct other key talents on how to use those tools. Describe how the TAP of Logistics plays a foundational role in onboarding new key talents and WEDD grantees, by welcoming them, instructing them on self on-boarding materials, assigning them to a community and buddy, and spot checking to ensure the person is productive in the basic navigation of collaboration tools and the system. Describe how the TAP of Logistics will support the array of advisory structures operative under the DWM framework.
5. Describe your ability to serve as fiscal agent for professional development subcontracted needs. List evidence of your ability to process contracts and payments in a timely and responsive manner.

RESPONSE TO NEED

1. Describe the private sector vendor whom you propose to subcontract the provision of full-service communications infrastructure. Provide details into the range of capabilities of the vendor, effectiveness in working with public institution clients, client satisfaction in providing full service communications infrastructure outlined in the above Need section, and ability to provide a single point of contact to the Chancellor's Office to serve in the first contact role of a "TAP for Communications." Describe the vendor's understanding of DWM's common metrics and how the services will also need to align with driving common metrics. Provide the background of the person the vendor proposes for the TAP for Communications role and how they plan to structure the client service relationship in order to optimize client satisfaction.
2. Describe your ability to serve as a fiscal agent to contract services related to professional development, including but not limited to facilitation, leadership development and performance coaching, technical assistance to build system capacity, train-the-trainer, as well as custom or off-the-shelf training. Please identify any special vendor relationships that may be beneficial. Please identify any ease in your contractual processes that might distinguish you from other applicants.
3. Discuss how you plan to staff the TAP of Logistics role given the Need section above. Discuss the willingness of this person to serve as the point person to oversee the overall budget and vendor arrangements for the Communications, Professional Development and Logistics Infrastructure as well as the contracted services in support

of professional development. Minimal qualifications for the TAP of Logistics include 1) strong event management and administrative skills; 2) expert usage of Outlook; 3) expert phone skills; 4) proficiency in other Microsoft Office applications including excel, powerpoint, and workdoc; 5) comfort with common technology solutions that aid collaboration like GoogleDocs, CCC Confer, EventBrite, googlecalender, bitly, dropbox, listservs, constantcontact, surveymonkey, and others; 6) ability to compose business memos, minutes, and agendas with no grammatical errors or typos; 7) ability to work with webmaster to set up, post to and maintain websites; 8) familiarity with the overall ecosystem of the California community colleges, and 9) the forceful and persistence to get things done, get things calendared, and get people coordinated.

4. Describe the organization and structures in place to accomplish the outcomes or the structure you will put in place to take on these activities.
5. Discuss the leading Indicators you plan to affect and strategies that you will use.
6. Describe what ideas you have to improve the effectiveness of DWM through the Communications, Professional Development and Logistics Hub. Describe how you would operationalize those ideas if awarded the grant.

NOTE: Under no circumstance can any person paid from another grant of the Chancellor's Office Workforce and Economic Development Division be retained to undertake, in whole or in part, either of the Technical Assistance Provider roles. Key Talent roles are subject to 360-degree evaluation and so no person in these roles can occupy more than one grant.

OBJECTIVES

1. Describe how the statewide hub will provide services in the area of communications.
2. Describe how the statewide hub will provides services in the area of professional development.
3. Describe how the statewide hub will provide services in the area of logistics
4. Describe how you will manage the fiscal and quarterly reporting obligations of this grant.

PROJECT MANAGEMENT PLAN

A complete description of management plan requirement is listed below. At a minimum the management plan requires a narrative consisting of a response to questions, an organization chart, a governance chart, and an Intent-to-Participate form letter from participating community colleges that are identified within this grant.

Management is an important part of the success of any project. It is therefore necessary that the following be included as part of the management plan within the application:

a. Management Narrative

- (1) Describe the College District’s readiness and commitment to utilizing the Launchboard for data collection, performance baseline, measurement, reporting and analysis for this grant.
- (2) Grantees are required to collect accountability information and report it quarterly in the CCCCCO Year-to-Date Expenditure and Reporting System and in the Launchboard (Common Metrics and Accountability Measure (Appendix D)). This data is the basis of this reporting and is utilized for program accountability. Discuss your readiness to undertake that responsibility.
- (3) Identify whether the district submitting the grant application has previously received an SB 1402 EWD grant.
- (4) Discuss the extent to which your two Technical Assistance Providers have reviewed the onboard items 1.0 – 1.4 in the first column of <http://doingwhatmatters.cccco.edu/ForWEDDGrantees.aspx>.

Management (Misc.)

(The following does not count as part of the narrative page count.)

1. Provide an organizational chart for operating the project.
2. Provide intent-to-participate letters from partners if any. The RFA does not require the participation of other colleges; however, it is encouraged where appropriate.

QUALITY OF CONTRACTUAL SERVICES

(Narrative – Limited to 4 page, 1” margins, single- or double-spaced, 12 pt. Arial font)

1. Provide supplemental vendor information for the subcontractor of full-service communications infrastructure support.
2. Provide supplemental vendor information for any subcontractor for facilitation services or performance coaching services.
3. Provide supplemental vendor information for any subcontractor providing professional development services.
4. Provide additional supplemental vendor information that can strengthen your application, such as the background on the Technical Assistance Provider for Communications.

CONTINUITY

(Narrative – Limited to 4 page, 1” margins, single- or double-spaced, 12 pt. Arial font)

1. Describe your plans for a successful transition of the following DWM infrastructures: Practice with Promise eShowcase (see <http://www.dwmpracticeswithpromise.com>), DWM websites under doingwhatmatters.cccco.edu and cccewd.net, eUpdates/eAlerts constant contact and the numerous associated listservs.
2. Describe your plans to successfully establish relationships with all the key talents listed under Contact Us on the doingwhatmatters.cccco.edu website.

REPORTING REQUIREMENTS

Year-to-Date Expenditures and Progress Report

Each allocation recipient is required to submit quarterly Year-to-Date Expenditure and Progress Reports via an online reporting system (see Calendar of Key Dates, Section J or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor’s Office allows for liberal budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

Accountability Reporting

The accountability for and measurement of grant activities administered through CCCCO’s Workforce and Economic Development Division is integral to a successful project. Three categories of measures have been included:

- Quality of service (applies to key talent roles)
- Leading indicators of curriculum alignment to labor market needs
- Student momentum points

Depending on the performance requirements of the funding stream from which the grant originated, certain measures within these three categories will become more relevant. However, the overriding objective is to move the needle on outcomes.

With this unified framework of common metrics and accountability measures, funding and program decisions will be data-driven and evidence-based to move students towards success.

REFERENCE MATERIALS

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

SB 1402 bill text:

http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1401-1450/sb_1402_bill_20120917_chaptered.html

Perkins IV:

<http://www.gpo.gov/fdsys/pkg/BILLS-109s250enr/pdf/BILLS-109s250enr.pdf>

SB 1070:

http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=sb_1070&sess=1112&house=B&author=steinberg

SB 858:

http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0851-0900/sb_858_bill_20140620_chaptered.pdf

The Chancellor's Office Doing What Matters for Jobs & the Economy website contains a variety of documents and input from the field used to design RFAs. These documents may be found at: <http://doingwhatmatters.cccco.edu/WEDDGrants/RFAGrants.aspx>.

TERMS AND CONDITIONS

The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions, as set forth in the RFA Instructions are incorporated into this grant by reference.