



**2018-19 Request for Applications (RFA)
Key Talent Administration & Sector Strategy Fiscal Agent**

Bidder's Conference

Monday, March 19, 2018

**Workforce and Economic Development Division
California Community Colleges Chancellor's Office**



Bidder's Conference Overview

Format of Bidder's Workshop Webinar

- Muting of Participants phones
- Overview of RFA Instruction, Terms & Conditions
- All questions should come through the chat box, or email to: DSNEWB@cccco.edu. All responses will entered into an FAQ



Key Talent Administration & Sector Strategy Fiscal Agent RFA

Statewide Priority Sectors

- Advanced Manufacturing
- Advanced Transportation & Logistics
- Life Sciences/Biotech
- Agriculture, Water & Environmental Technologies
- Health
- Global Trade
- Information & Communications Technologies (ICT) & Digital Media
- Business & Entrepreneurship
- Energy, Construction & Utilities
- Retail, Hospitality & Tourism 'Learn and Earn'



Key Talent Administration & Sector Strategy Fiscal Agent RFA

- **Total Funds Available:** Up to \$17,800,000 per grant award
- **Funding Source:** Economic and Workforce Development Program: Senate Bill 1402; Strong Workforce Program (Section 88820, Education Code)
- **Application Deadline:** Applications must be received electronically (PDF format) at the Chancellor's Office via email to DSNEWD@cccco.edu by 5:00 p.m. on Friday, April 6, 2018.
- One (1) 18-month grant, renewable annually up to five years



Key Talent Administration & Sector Strategy Fiscal Agent RFA

The Key Talent Administration and Sector Strategy Fiscal Agent RFA provides funding for the following annual cost:

- Retain Full Time Key Talent Administrator (not to exceed \$150,000 with load)
- Reserve for discretionary funds for the Key Talent Administrator to procure 360 Degree Feedback Process & Coaching and other vendor services (not to exceed \$250,000)
- Retain Fiscal Agent Specialist (not to exceed \$90,000 with load)
- Subcontract for 66 Full Time Deputy Sector Navigators (@ \$200,000 each). These require 1:1 match since EWD funds are being used.
- Subcontract for 8 Full Time Centers of Excellence Directors/Technical Assistance Providers (TAPs) (@ \$200,000 to \$250,000 each).
- Administer Industry Sector Projects in Common (ISPIC) mini-grants as approved by Sector Navigators (all remaining dollars unless otherwise directed by the Chancellor's Office for another use). These require 1:1 match when EWD funds are being used.



Key Talent Administration & Sector Strategy Fiscal Agent RFA

After synthesizing all input, the following innovations will be introduced in the 2018-19 year RFA:

- The Sector Navigator is to keep Chief Instructional Officers informed within regions that have prioritized the sector in order to keep them informed of labor market development, make available best practices/models for replication, update them on DSN activities on their campus, and garner quality of service feedback.
- In order to standardize personnel management practices pertinent to Key Talent -- such as onboarding of Supervisors of Record, onboarding of Key Talents, 360 degree evaluation/coaching/and performance management of Key Talents, professional development of Key Talents, expense reimbursement management, grant and mini grant management, funds processing, and so forth, the Chancellor's Office will RFA for a 'Key Talent' Administration & Sector Strategy Fiscal Agent.



Fiscal Agent to provide two interrelated scopes of work

The Chancellor's Office is soliciting districts for this RFA that are qualified to serve as the 'Key Talent' Administration & Sector Strategy Fiscal Agent to provide two distinct interrelated scopes of work:

- Key Talent Administration scope of work.
- Sector Strategy Fiscal Agent scope of work



Key Talent Administration scope of work

- Provide a Key Talent Administrator, who at the direction of the Chancellor's Office especially the WEDD Vice Chancellor and Dean of Sector Strategy, will provide standardized and consistent personnel management practices and processes for Key Talents
- It is the Key Talent Administrator's role to keep this site updated: <http://doingwhatmatters.cccco.edu/ForWEDDGrantees/OnboardingforWEDDGrantees.aspx>.
- Workplans and quarterly reporting is to be submitted into tools as provided by the Chancellor's Office.
- The Key Talent Administrator shall team with the Fiscal Agent Specialist to perform this RFA, informing the Fiscal Agent Specialist when to initiate and stop subcontracting



Sector Strategy Fiscal Agent scope of work

- Provide a Fiscal Agent Specialist as the single point of contact to oversee the financial details of this RFA, to process transitions, and to monitor/audit funds.
- The Fiscal Agent Specialist will be 100% time and act as a team with the Key Talent Administrator.
- While other processes will determine which person will serve in a Key Talent role, once decided, the Fiscal Agent Specialist shall establish subcontracts to retain those persons.
 - Terms and conditions established by the Chancellor's Office.
 - The maximum value of the subcontracts for Key Talents are set by the Chancellor's Office and the Fiscal Agent will have no ability to modify those amounts.
- District must be able to execute on new subcontracts to procure Deputy Sector Navigators within 30 days after formal notification.



Sector Strategy Fiscal Agent scope of work (Cont.)

- All Key Talents subcontracts cover salary/benefits and some discretionary budget for expenses, travel and programming.
- The Fiscal Agent Specialist may be tasked to augment these accounts (or set up additional accounts) as funds become available from other funding sources.
- The Fiscal Agent Specialist shall have responsibility to monitor and audit use of funds, and raise to the Chancellor's Office and Supervisors of Record issues of fraud or risk management should they arise. The Fiscal Agent Specialist shall work on remedies these issues at the request of the Chancellor's Office.
- Investments including statewide and regional grants and mini-grants focused on the sector specific needs of colleges in collaboration with regional business and industry.
- To fund the ecosystem of Deputy Sector Navigators in support of regional economic priorities



Key Talent Administration & Sector Strategy Fiscal Agent RFA

- The Chancellor's Office will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore, past performance of other state grants will be a consideration prior to final selection.
- 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 or if state funding is not sufficient to fully fund.



Eligibility

1. Only California Community College districts are eligible to apply. One district designated as fiscal agent may apply on behalf of a consortia of colleges.
2. If an application does not gain the minimum score of 75 points to meet the performance and viability standards, it will not be funded. The RFA may be redistributed for competitive bid.



Key Talent Administration & Sector Strategy Fiscal Agent RFA

1. To avoid being disqualified, application format instructions must be followed, all questions answered, and the RFA Specification and Appendix B forms (Excel workbook) & Appendix C Templates will be used as tools.
2. All required narratives must have a format set for 8.5"x 11" paper with margins of 1" Arial font and 12-point type.
3. A maximum of 10 narrative pages total will be allowed per application. In other words, the total number of narrative pages will be counted as all inclusive.
4. The Chancellor's Office may require the applicant to make adjustments in the budget, annual workplan, or other aspects of the application prior to funding the grant.



Application Components

- CEO Cover Letter-Letter of Intent (*Appendix C-Templates*)
- Contact Page (*Appendix B - Excel workbook*)
- Application Abstract (*Narrative*)
- Table of Contents
- Response To Need – Key Talent Administration (*Narrative*)
- Response To Need – Sector Strategy Fiscal Agent (*Narrative*)
- Annual Work Plan (*Appendix B - Excel workbook*)
- Application Budget Summary/Application Budget Detail Sheet (*Appendix B - Excel workbook*)
- Project Management Plan (*Narrative*)



Application Scoring

- Grant applications are scored based on a maximum of 100 points as indicated on the table to the right.
- A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

		Maximum points
Section 1	Response to Need	30
Section 2	Response to Need	30
Section 3	Annual Workplan	20
Section 4	Application Budget Summary/ Application Budget Detail Sheet	10
Section 5	Project Management Plan	10
	Total Points	100



Annual Workplan

- ❖ Objectives
- ❖ Activities
- ❖ Performance Outcomes
- ❖ Timelines
- ❖ Responsible Persons



Application Budget/Budget Detail/Match

Excel Workbook Forms: Follow the directions to “Do First”. This action will populate the fields in the form headers and insure that the RFA number and the district information is correct.

The Budget Summary page will automatically populate with the appropriate budget information AFTER you complete the Budget Detail Sheet.

- Budget Detail Sheets (*complete first*)
- Budget Summary
- Indirect Administrative Costs
- Travel
- Equipment Purchases
- Coordination Meetings



Application Submission Procedures

Once Applications are received:

Each received application will be screened for completeness to insure all application components have been included, formats followed, and signature requirements have been met. Failure to comply with application submission instructions **shall result in rejection prior to scoring.**

- Applications must be received electronically (PDF format) at the Chancellor's Office via email to DSNEWD@cccco.edu by **5:00 p.m. on Friday, April 6, 2018.**
- Applications must be in a single PDF (no separate e-mails with pieces of applications will be accepted).
- Applications e-mailed to any address other than listed above will not be accepted.
- The subject line must read: **2018-19 Key Talent Administration and Sector Strategy Fiscal Agent RFA**



Application Submission Components

In the following order, please insure the application submitted includes these application components:

- CEO Cover Letter-Letter of Intent
- Contact Page (*Appendix B - Excel workbook*)
- Application Abstract (*Narrative*)
- Table of Contents
- Response To Need – Key Talent Administration (*Narrative*)
- Response To Need – Sector Strategy Fiscal Agent (*Narrative*)
- Annual Work Plan (*Appendix B - Excel workbook*)
- Application Budget Summary/Application Budget Detail Sheet
(*Appendix B - Excel workbook*)
- Project Management Plan (*Narrative*)
- Quality of Services (*Narrative*)



Calendar of Key Dates

Key Dates

- *March 12, 2018 RFA Released*
- *March 19, 2018 Bidder's Conference*
- *March 23, 2018 All Clarifying Questions Due*
- *April 6, 2018 Deadline for Submitting Application*
- *April 13, 2018 Notification of Intent to Award*
- *April 27, 2018 Appeal Deadline*
- *May 14-15, 2018 Board of Governors Approval (grants over \$100,000)*
- *July 1, 2018 Grant Commencement*
- *December 30, 2019 Grant End Date*



Calendar of Reporting Dates

Reporting Dates

- September 30, 2018 1st Quarter Year-to-Date Expenditure and Progress Report due
- December 31, 2018 2nd Quarter Year-to-Date Expenditure and Progress Report due
- March 30, 2019 3rd Quarter Year-to-Date Expenditure and Progress Report due
- June 30, 2019 4th Quarter Year-to-Date Expenditure and Progress Report due
- September 30, 2019 5th Quarter Year-to-Date Expenditure and Progress Report due
- December, 2019 Final Claim of Expenditures and Final Report due



Reporting Requirements

- Permissive Activities and General Costs
- Reporting Requirements
 - Year-to-Date Expenditure and Progress Report
- Reference Materials
- Terms and Conditions



Appendix A

Legal Terms and Conditions

- Article I Program-Specific Legal Terms and Conditions
 - ▶ Cost and Payments
 - ▶ Budget Changes
 - ▶ Application Amendment Requests
 - ▶ Reporting
- Article II, Standard Legal Terms and Conditions



Appendix B

Application Forms

Excel Workbook

- ✓ Do First
 - ✓ Contact Page
 - ✓ Application Budget Summary
 - ✓ Application Budget Detail Sheet
 - ✓ Application Budget Detail Sheet (Format Example)
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- ✓ **Program Requirements for SWP Statewide Fiscal Agent**



RFA Templates

- Application Checklist
- Out-of-State Travel Form



Appendix C

Guidelines, Definitions and Allowable Expenditures

- Permissive Activities
- Determining Allowable Costs
- Allowability of General Costs



Appendix D Strong Workforce Metrics

All metrics are disaggregated by race, gender, and age grouping, and are available in the LaunchBoard:

1. Number of course enrollments
2. Number of students who got a degree or certificate
3. Number of students who transferred
4. Employed in the second fiscal quarter after exit
5. Employed in the fourth fiscal quarter after exit
6. Job closely related to field of study
7. Median earnings in the second fiscal quarter after exit
8. Median change in earnings
9. Attained a living wage



Contact Information

Thanks for your participation
Please forward all Questions or
Clarification to:

DSNEWD@cccco.edu