

RFP #CV23-120 FAQs

College Corps Content Developer and Facilitator

Email Submissions

Q 1: What is the exact time the Letter of Commitment is due?

A: Due by 5:00 p.m. on Friday, April 5.

Q 2: Where do we submit the Letter of Commitment?

A: cv.procurement@californiavolunteers.ca.gov

Q 3: Confirmation of deadline to submit proposal?

A: All proposals are due by 5:00 p.m. on Friday, April 12.

Q 4: Are there incumbents to this RFP/contract? If selected as a contractor, would we have an opportunity to meet with or receive materials from the previous contractor or program manager.

A: There are no incumbents to this contract. Yes, the selected contractor will have full access to all materials developed by previous contractor.

Q 5: Your website references a desire to increase the program to 10,000 participants. The RFP suggests we should plan for a combined cohort of 7,000. Should we plan for an increase in the number of students over the two years?

A: This contract will support Cohorts 3 and 4 of College Corps, with a combined total of 7,000 Fellows, or 3,500 Fellows per program year. There is no planned increase in the number of students over those two years.

Q 6: There is a reference in the solicitation guidelines describing a request to subgrant to partner campuses? Is this a requirement or a suggestion?

A: There is no requirement to subgrant to partner campuses in this contract.

Webinar Questions

Q 1: Is there a particular tool you have historically used to assess the Fellows' leadership styles and/or emotional intelligence?

A: We have used Leadership Colors as part of the Mid-Year Leadership Workshops in the past and have also used some curriculum from the Constructive Dialogue Institute.

Q 2: Is there or will there be data available to selected contractor to review metrics from Cohorts 1 and 2?

A: We have metrics that we are using to get a sense of how effective our programs have been. Whoever joins this contract will have access to that data to determine if anything needs to be modified.

Q 3: Does CV use any LMS (Learning Management System) or how do you track Fellow attendance and/or completion of learning modules?

A: Currently, internal staff tracks all of this information on spreadsheets and via Zoom registration pulls. No current LMS is in use for this purpose.

Q 4: Is any content delivered in a language other than English? Is that valued? Should applicants mention this in their applications?

A: Certainly. That information is valuable and worth mentioning. Many of our Fellows come from homes where English is not the primary language in the home. A portion of our Fellows are AB 540 students and come from homes where English is not the first language.

Q 5: Can you elaborate on the SME for content/materials that need to be developed? Who are they and would they be available to provide content in what we're looking for? For the curriculum that needs further development, who will own developing that content?

A: The selected applicant will start from a baseline of the existing curriculum that has been developed for Mid-Year Leadership Workshops and the Fellow Ambassador program. This includes comprehensive Facilitator Guides. All of this material will be shared with the new grantee. CV would like to expand upon existing curriculum to include a focus on mental health and well-being. CV will look to the new grantee to serve as the subject matter expert and owner of developing the new curriculum.

Q 6: CV has posted three separate RFPs for College Corps: Events Management, Content Developer and Facilitator, and Evaluation. How do you envision the three contractors working together?

A: Right now, College Corps is funded for a two-year period. Looking at the next two years, we are issuing one RFP to support key events, one RFP to support content development and facilitation, and one RFP to support evaluation of the

program. These RFPs will support Cohort 3 (24-25 program year) and Cohort 4 (25-26 program year) of College Corps. Internal CV staff tasked as contract managers will work to coordinate any and all work streams that overlap between these three RFPs. Grantees would work collaboratively together with CV contract managers on this coordination.

Q 7: How many Fellow Ambassadors do you anticipate each year?

A: The goal is 2 from each participating campus. Roughly 80 Fellow Ambassadors.

Q 8: Task G relates to supporting up to three California Service Corps Regional Events. Is there funding available to support travel to these events or should applicants include travel costs within their budget?

A: Applicants should include travel costs within their budget proposal to support up to the 3 single day events. Example would be travel to location, overnight lodging, and travel back to home location. Other state dollars will support putting on these events, applicants should only be concerned with the travel to and from these events in their budget proposals.