



REQUEST FOR APPLICATIONS (RFA)

FOR

HIGH SCHOOL ROBOTICS PROGRAMS FINANCIAL SUPPORT AWARDS

INTRODUCTION

The Santa Clarita Community College District and its College of the Canyons, as host of the California Community Colleges Economic and Workforce Development (EWD) Program's Deputy Sector Navigator, Advanced Manufacturing grant, is seeking applications from high school robotics programs located within California Community College's South Central Region for financial support awards for the 2014-2015 school year.

NOTICE IS GIVEN

That College of the Canyons will receive applications from regional high school robotics programs as outlined in this RFA at the address listed below or via email to Joe.Klocko@Canyons.edu:

SUBMITTAL DUE: 5:00 P.M. Pacific Daylight Time, September 15, 2014

Joe Klocko

Deputy Sector Navigator, Advanced Manufacturing

College of the Canyons

26455 Rockwell Canyon Road

Santa Clarita, CA 91355

(661) 362-3111

Joe.Klocko@Canyons.edu

Note: The awards contemplated as part of this RFA are made possible by a one-time grant by the California Community Colleges Economic and Workforce Development Program and should not be expected to be available in future years.



1. BACKGROUND

The California Community Colleges Chancellor's Office has selected the Santa Clarita Community College District ("District") and its College of the Canyons ("College") to host the South Central Regional Consortium's Deputy Sector Navigator, Advanced Manufacturing grant. This grant is a regional leadership position that works with the manufacturing programs at the consortium's eight community colleges and with regional manufacturing companies and organizations to improve the global competitiveness of state and regional manufacturing companies. The Deputy Sector Navigators and their statewide Sector Navigator leadership teams are part of the "Doing What Matters for Jobs and the Economy" framework that the California Community College Chancellor's Office implemented in FY 2013-2014. Working with eight community colleges across the region, the Deputy Sector Navigator provides technical assistance to colleges developing credit, non-credit, and not-for-credit programs in the area of advanced manufacturing.

An available and well educated workforce is critical to the success of the region's manufacturing companies. In that regard, the Deputy Sector Navigator is supporting the development of the future manufacturing workforce by supporting high school programs focused on STEM (Science, Technology, Engineering and Math) and related skills necessary for manufacturing business success. Two well established and nationally recognized STEM programs established to inspire young people to be the science, technology and manufacturing leaders of the future are the First USA and VEX robotics programs (hereafter and collectively the Robotics Programs or the Programs). These Programs focus on engaging students in exciting mentor-based activities as well as local, regional and national competition based programs that build science, engineering, leadership and technology skills. Support to these Programs represents an excellent way to encourage and engage and develop the manufacturing employees of the future.

Under this RFA, up to \$60,000 of awards to regional high school Robotics Programs will be made. The actual amount of each award will be based on the number of qualifying applications received as well as the quality of each individual qualifying application. Individual awards will be between \$1,500 and \$5,000. These awards are not intended to fund any specific tasks or activities associated with a given high school's Robotics Program but are intended to partially fund the overall cost of operating a school's Robotics Program during the 2014 – 2015 school year. Each high school is eligible to receive no more than one award during the year.

2. ELIGIBILITY

High school Robotics Programs that are established for the 2014 – 2015 school year are eligible to apply for an award. The applying high school must be located within the South Central Region of the California Community College system. That Region is depicted at



<http://doingwhatmatters.cccco.edu/ResourceMap.aspx>. Contact the Deputy Sector Navigator if there is reasonable doubt as to if your high school is, or is not, located within the region.

Programs intending to apply for an award should notify the Deputy Sector Navigator as soon as possible after reviewing this RFA package. Notification should be by email to Joe.Klocko@canyons.edu with a Subject line reading "Intent to Apply for Robotics Program Award".

The application may be prepared by the members of the Program or the faculty advisor to the Program. If a given high school district that is comprised of multiple high schools has a Robotics Program comprised of students from two or more high schools within the district, the district level faculty advisor or the members of the Program are eligible and should submit only one application for a multi-school Program.

All application cover letters must be signed by the faculty advisor and the high school principal or, in the case of a multi-school Program, the appropriate district level administrator. The school district must execute the agreement referenced in Exhibit A without changes to the agreement language except for insertion of the required names, dates, scope of work and similar language.

3. SCOPE OF WORK

Successful applicants for the Robotics Program awards will be required to complete the following:

- A. Execute an agreement substantially the same as shown on Exhibit A to this RFA package and including a Vendor Information Form as shown on Exhibit G to this RFA package.
- B. Submission of a Robotics Program Work Plan substantially the same as outlined on Exhibit B to this RFA package.
- C. Timely execution of the Robotics Program Work Plan.
- D. Inclusion of the logos of the funding programs as shown on Exhibit C to this RFA package on any Robotics Program marketing materials, banners, websites, and social media where supporters and sponsors of the Program are recognized, if any.
- E. Submittal of a Work Plan Progress Report on or shortly before December 1, 2014 and substantially the same as described in Exhibit D to this RFA package.

4. AWARD PAYMENTS

In accordance with the agreement executed between the District and the high school district, the District will issue payments as follows:



- A. 60% of the total agreement value within thirty (30) days of agreement signing by both parties and submittal of the Program Work plan. The high school will provide an invoice to the Deputy Sector Navigator for the appropriate amount and referencing "Initial 60% award payment due in accordance with the high school robotics program financial support agreement."
- B. 40% of the total agreement value within thirty (30) days of the District's receipt, and approval of the Work Plan Progress Report due in accordance with the Statement of Work (item 3.E., above). The high school will provide an invoice to the Deputy Sector Navigator for the appropriate amount and referencing "Final 40% award payment due in accordance with the high school robotics program financial support agreement."
- C. Work Plan Progress Reports not received by December 10 and accompanied by the Final invoice will result in forfeiture of the 40% Final payment and the high school will be required to reimburse the District the initial 60% payment.

5. REQUEST FOR APPLICATIONS FORMAT

In responding to this request for applications, please include the items in the check list below:

- A. A maximum two-page cover letter, signed by the faculty advisor and high school principal or appropriate high school district administrator, describing the envisioned Robotics Program for the 2014 – 2015 school year. The cover letter should touch on all topics as shown on Exhibit E to this RFA package.
- B. Submission of a Robotics Program Work Plan substantially the same as outlined on Exhibit B to this RFA package.
- C. Submission of the Contact List as shown in Exhibit F and included as an editable MS Word file in the RFA package.
- D. Submission of the Vendor Information Form as shown in Exhibit G and included as an editable PDF file in the RFA package.

Please mail or email (Microsoft Office or PDF format) one copy of the application to:

Joe Klocko
Deputy Sector Navigator, Advanced Manufacturing
College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 362-3111
Joe.Klocko@Canyons.edu



Email preferred. All documents required by this RFA must be received NO LATER THAN 5:00P.M. Pacific Standard Time, September 15, 2014.



TENTATIVE SCHEDULE FOR SELECTION / AWARD PROCESS

RFA Published	August 26, 2014
Applications due no later than 5:00 P.M.	September 15, 2014
Evaluation and Ranking Completed	September 22, 2014
Notification of Awards	September 23, 2014
Grant Start Date (Agreement executed)	October 1, 2014
Award Payment #1 made at 60% of total award	October 15, 2014
Award Payment #2 made at 40% of total award	December 15, 2014

Note: Dates are tentative and subject to change at the sole discretion of Santa Clarita Community College District and the Deputy Sector Navigator, Advanced Manufacturing.



Exhibit A
Sample Agreement

See the separate PDF file included in the email announcing this RFA solicitation and named *Robotics Program Awards - Exhibit A*.



Exhibit B

Sample Robotics Program Work Plan

(See the separate MS Word file included in the email announcing this RFA solicitation and named Robotics Program Awards - Exhibit B)

Item	Activity	Completion Date	Responsible Person(s)
1	Promote XYZ High School Robotics Team / program to the student body and secure participation from at least twenty students.	Sep 15	Faculty Advisor, returning team members
2	Hold initial Robotics Team meeting with participating students	Oct 1	Faculty Advisor
3	Establish team schedule for the school year including local and regional/national competitions as well as associated team meeting and construction schedules to support participation in the competitions	Oct 10	Faculty Advisor, Robotics Team members
4	Register for first round competition	Oct 17	Robotics Team
5	Establish conceptual baseline for initial robot design	Oct 24	Robotics Team
6	Finalize design and begin assembly of robot	Nov 10	Robotics Team
7	Complete initial working model of this year's competition robot, evaluate operation functionality and determine design modifications, if any	Nov 24	Robotics Team
8	Continue to evaluate and modify robot in preparation for the local competition in January 2015	Dec – Jan	Robotics Team
9	Participate in local competition	Jan 31	Robotics Team
10	Participate in Regional Competition	Feb 21	Robotics Team
11	Participate in National Competition	Mar 28	Robotics Team
	Please note: the above activities are conceptual samples only. Your actual Work Plan should reflect the actual activities anticipated for your school's Robotics Team.		



Exhibit C

Funding Program Logos

(Electronic copies of the logos are available from the Deputy Sector Navigator, Advanced Manufacturing)

California Community Colleges' Doing What Matters Logo



Centers for Applied Competitive Technologies (CACT) Logo





Exhibit D

Work Plan Progress Report

The Work Plan Progress Report should reflect actual progress through late November 2014 against the Work Plan submitted as part of the RFA application. In this exhibit, the report is made as compared to the sample Work Plan as shown in Exhibit B.

Activity #1

Objective: Promote XYZ High School Robotics Team / program to the student body and secure participation from at least twenty students (by September 15).

Results: Building on prior year's successful robotics teams we were able to achieve active participation by twenty-four student this year.

Activity #2

Objective: Hold initial Robotics Team meeting with participating students (by October 1).

Results: The kick-off Robotics Team meeting was held on September 28.

Activity #3

Objective: Establish team schedule for the school year including local and regional/national competitions as well as associated team meeting and construction schedules to support participation in the competitions (by October 10).

Results: In order to drive consensus amongst the student participants, the team schedule was delayed until October 20. See the Attachment A for the full team schedule.

Activity #4

Objective: Register for first round competition (by October 17).

Results: registration for the first round competition, to be held on January 31, 2015 was completed by the competition application deadline of October 17.

Activity #5

Objective: Establish conceptual baseline for initial robot design (by October 24).

Results: Once again, in order to drive consensus amongst the student participants, completion of the conceptual baseline was delayed until November 1 but we followed that with and early completion of the final design (Activity #5) by November 7 and have begun assemble of the robot.

... and so on for all activities with completion dates of December 1, 2014 or earlier as included in the Robotics Program Work Plan submitted with the RFA



Exhibit E

RFA Application Cover Letter Guidelines

The RFA Application is limited to two pages, one inch margins single or double spaced, 11 point Ariel font and should be printed on high school or high school district letterhead.

The RFA Cover Letter should include the following:

1. A brief history of the Robotics Program at the school including number of years in existence, student participation rates (i.e. estimated annual average number of students actively participating), estimated number of times the school's team has participated in local, regional and/or national competitions, other awards or achievements of prior year teams.
2. Is the team involved in the First USA robotics, VEX robotics or another robotic program. If the team's involvement is in another program, please provide the program name, as brief description and a reference to the program's web address.
3. A description of the Robotics Program envisioned for the 2014 – 2015 school year including:
 - a. An estimate of the number of students expected to actively participate
 - b. Date of the first local/regional competition the Robotics Team expects to participate in
 - c. If successful in advancing, the dates of regional, state and/or national competitions associated with the robotics program the school's team is participating in
 - d. Other goals for this year's Robotics Program at your school
4. The cover letter should be signed by the Program faculty Advisor and high school principal or appropriate high school district administrator and include the individual's titles.



Exhibit F

Sample Robotics Program Contact List

See the separate MS Word file included in the email announcing this RFA solicitation and named *Robotics Program Awards - Exhibit F*.

High School District:	
Address:	
City, State, Zip:	
High School:	
Address:	
City, State, Zip:	
High School Principal (or authorized designee)	
Name:	
Title:	
Phone:	
Fax:	
Email:	
District Finance / Accounting Officer	
Name:	
Title:	
Phone:	
Fax:	
Email:	
Project Director / Faculty Advisor	
Name:	
Title:	
Phone:	
Fax:	
Email:	
Program (First, VEX, Other)	
Team Name (if any)	
Team Number (if any)	



Exhibit G

Sample Vendor Information Form

SANTA CLARITA COMMUNITY COLLEGE DISTRICT - College of the Canyons
VENDOR INFORMATION

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (SUBSTITUTE W-9)
 BUSINESS ENTERPRISE DESIGNATION SELF-CERTIFICATION

Required to Become an Authorized Vendor and to Receive Payment; Incomplete Information Will Delay Payments

Legal Name (as shown on your income tax return): _____

Doing Business As (DBA) (if applicable): _____

Check Payable To: Legal Name OR DBA

Check box if providing legal or medical services

Mail Purchase Orders To: _____

Mail Payment To: _____

Exemptions (500 IRS instructions): _____

Exemption from FATCA reporting code (if any): _____

Business Phone: _____ Fax Number: _____

Email Address: _____

PAYEE ENTITY TYPE - Check (✓) ONE box and provide the requested number:

INDIVIDUAL / SOLE PROPRIETOR PARTNERSHIP CORPORATION

ESTATE OR TRUST LIMITED LIABILITY PARTNERSHIP (LLP) TAX EXEMPT / NON-PROFIT

OTHER (SPECIFY): _____ LIMITED LIABILITY COMPANY (LLC) FEDERAL/STATE/LOCAL GOVERNMENT

→ IMPORTANT! Social Security # or Federal Tax ID # MUST Be Entered

→ Social Security # _____

→ Federal Tax ID # _____

TAXPAYER ID CERTIFICATION: UNDER PENALTIES OF PERJURY, CERTIFY THAT: (1) THE NUMBER SHOWN ON THIS FORM IS MY CORRECT ID NUMBER (OR I AM WAITING A NUMBER TO BE ISSUED, AND) (2) I AM NOT SUBJECT TO BACKUP WITHHOLDING BECAUSE (A) I AM EXEMPT, OR (B) HAVE NOT BEEN NOTIFIED BY THE IRS THAT I AM SUBJECT TO BACKUP WITHHOLDING AS A RESULT OF A FAILURE TO REPORT ALL INTEREST OR DIVIDENDS, OR (C) THE IRS HAS NOTIFIED ME THAT I AM NO LONGER SUBJECT TO BACKUP WITHHOLDING, AND (3) I AM A U.S. CITIZEN OR OTHER U.S. PERSON (DEFINED IN IRS INSTRUCTIONS), AND (4) THE FATCA CODE(S) ENTERED ON THIS FORM IS (ARE) INDICATING THAT I AM EXEMPT FROM FATCA REPORTING (IF CORRECT YOU MUST CHECK OUT ITEM 2 ABOVE IF YOU HAVE BEEN NOTIFIED BY THE IRS THAT YOU ARE CURRENTLY SUBJECT TO BACKUP WITHHOLDING BECAUSE YOU HAVE FAILED TO REPORT ALL INTEREST AND DIVIDENDS ON YOUR TAX RETURN FOR REAL ESTATE TRANSACTIONS, ITEM 2 DOES NOT APPLY FOR MORTGAGE INTEREST PAID ACQUISITION OR ABANDONMENT OF SECURED PROPERTY, CANCELLATION OF DEBT CONTRIBUTIONS TO AN INDIVIDUAL RETIREMENT ARRANGEMENT (IRA), AND GENERALLY PAYMENTS OTHER THAN INTEREST AND DIVIDENDS. YOU ARE NOT REQUIRED TO SIGN THE CERTIFICATION, BUT YOU MUST PROVIDE YOUR CORRECT TIN (SEE IRS INSTRUCTIONS). THE INTERNAL REVENUE SERVICE DOES NOT HOLDING YOUR CONSENT TO ANY PROVISION OF THIS DOCUMENT OTHER THAN THE CERTIFICATIONS REQUIRED TO AVOID BACKUP WITHHOLDING.

TAXPAYER ID CERTIFICATION SIGNATURE _____ DATE _____

BUSINESS ENTERPRISE DESIGNATION SELF-CERTIFICATION - Check (✓) as appropriate

NO	YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Woman-Owned - must be at least 51% owned by 3 women or women who make policy decisions and are actively involved in the day-to-day management of the business.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minority-Owned - must be at least 51% owned by a minority or minorities who make policy decisions and are actively involved in the day-to-day management of the business.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled Veteran - must be at least 51% owned by one or more disabled veterans who make policy decisions and are actively involved in the day-to-day management of the business. To qualify as a veteran with a "service-connected disability" (see previous), must be currently declared by the United States of Veterans Affairs to be 10% or more disabled as a result of service in the armed forces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Business - for this purpose is defined as meeting the criteria developed by the Office of Small and Minority Business, Department of General Services, State of California. If unsure, contact your local SBA Office for clarification.

RETURN THIS COMPLETED FORM USING ONE OF THE FOLLOWING OPTIONS:

1) **FAX:** 661-362-5480 Attn: Purchasing Dept.

2) **EMAIL:** Purchasing@canyons.edu

3) **MAIL:** Santa Clarita Community College District, Attn: Purchasing Dept, 26456 Rockwell Canyon Road, Santa Clarita, CA 91355

INITIATING COD DEPARTMENT: _____