



EXHIBIT A



California
Community
Colleges

REQUEST FOR APPLICATIONS (RFA) FOR ROBOTICS PROGRAM 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 Regional Directors, Advanced Manufacturing grant, is seeking applications from robotics programs located within California Community College's South Central Coast Region for financial support awards for the 2021-2022 school year.

NOTICE IS GIVEN

That College of the Canyons will receive applications from regional programs as outlined in this RFA at the following email address - michael.bastine@canyons.edu:

SUBMITTAL DUE: 5:00 P.M. Pacific Daylight Time, **October 15, 2021**

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 Coast Regional Consortium's Regional Director for Advanced Manufacturing. This is a regional leadership position that works with manufacturing programs at the consortium's community colleges and school districts and with regional manufacturing companies and organizations to improve the global competitiveness of state and regional manufacturing companies. The Regional Director and their statewide leadership team are part of the Strong Workforce framework that the California Community College Chancellor's Office has implemented. Working with the community colleges and school districts across the region, the Regional Director provides technical assistance in developing educational programs and pathways 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 Regional Director is supporting the development of the future manufacturing workforce by supporting programs focused on STEM (Science, Technology, Engineering and Math) and related skills necessary for manufacturing business success. Nationally recognized STEM programs have been established to inspire young people to be the science, technology and manufacturing leaders of the future. Two examples of established programs and systems are First USA and VEX robotics programs. These programs engage students in exciting mentor-based activities and hands-on curriculum, as well as local, regional, and national competitions that build science, engineering, leadership, and technology skills.

Under this RFA, up to \$30,000 may be awarded to regional robotics programs to help them build, deliver or enhance their programs. The actual amount of each award will be based on the number of qualifying applications received, as well as the quality of each individual application. Successful applicants will be eligible for financial support awards of One Thousand Five Hundred (1,500). These awards are intended to fund equipment, projects, competitions, and/or curriculum that helps students learn the relationship of each technology to manufacturing. Each program is eligible to receive no more than one award during the year.

2. **ELIGIBILITY**

Robotics Programs that are established for the 2021-2022 school year are eligible to apply for an award. Award agreements shall be between the Santa Clarita Community College District and the **school district** where the Robotics Program is based.

Under special circumstances where a Robotics Program operates under a separate legal entity such as a foundation or other 501(c)3, the award agreement may be made to that entity at the discretion of the Regional Director. The applying program must be located within the South Central Coast Region of the California Community College system.

That Region is depicted at <http://doingwhatmatters.cccco.edu/ResourceMap.aspx>. Contact the Regional Director if there is reasonable doubt as to if your school is, or is not, located within the region.

Programs intending to apply for an award should notify the Regional Director as soon as possible after reviewing this RFA package. Notification should be by email to michael.bastine@canyons.edu with a subject line reading “**Intent to Apply for Robotics Award**”.

If a given organization is a school district comprised of multiple high schools, has a robotics team program comprised of students from two or more high schools within the district, an authorized district level entity should submit only one application per multi-school program.

All application cover letters must be signed by the Robotics Program faculty advisor and/or the program's administrator or, in the case of a multi-school program, the appropriate district level administrator. The robotics program must execute the agreement referenced in Appendix 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:

By October 15, 2021:

- Execute Program Agreement by filling in the document and signing
 - Submission of a Cover Letter per the instructions – Appendix A
 - Submission of a Work Plan – Appendix B
 - Submission of Contact List – Appendix C
 - Submission of Insurance Coverage - Use your District's Invoice Format
 - Complete the online Vendor Information Form* at: <https://www.canyons.edu/administration/contracts/businesswithcoc.php>
- *Not required if you have previously completed one and do not have any changed to your information.

By November 15, 2021:

- Submit Progress Report – Appendix D
- Submit invoice for Award – Use your District's Invoice Format

Throughout the program

- Utilize provided logos on program documents and robots – Appendix F

4. AWARD PAYMENTS

In accordance with the Program Support Agreement executed between the Santa Clarita Community College District (“District”) and the organization of the award recipient (“Organization”), the District will issue payments as follows:

- A. Total agreement value within thirty (30) days of the District's receipt, and approval of the Progress Report due in accordance with the Statement of Work. The organization will provide an “Award Payment” invoice to the Regional Director for the appropriate amount and referencing “Award payment” due in accordance with the Agreement.
- B. Progress Reports not received by **November 15, 2021** will result in forfeiture of the award.

5. **REQUEST FOR APPLICATIONS FORMAT**

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

- A. A maximum one-page **Cover Letter**, signed by the advisor and/or appropriate administrator, describing the envisioned Robotics Program including how the relationship between the technology and manufacturing will be taught. The cover letter should touch on all topics as shown on **Appendix A** to this RFA package.
- B. Submission of a **Robotics Program Work Plan** substantially the same as outlined on **Appendix B** to this RFA package.
- C. Submission of the **Contact List** as shown in **Appendix C** and included as an editable MS Word file in the RFA package.
- D. Certificate of Insurance (with Additional Insured Endorsement)
- E. Completion of the **Vendor Information Form** located at:
<https://www.canyons.edu/administration/contracts/businesswithcoc.php>.
This form is **only required of those programs that have not participated in this program in prior years** and / or are not already included in the College of the Canyons vendor database.

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

Michael Bastine
Regional Director – Employer Engagement
Advanced Manufacturing, South Central Coast
RegionCollege of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 362-3739
michael.bastine@canyons.edu

Email applications are preferred. All documents required by this RFA must be received NO LATER THAN 5:00P.M. Pacific Standard Time, October 15, 2021.

TENTATIVE SCHEDULE FOR SELECTION / AWARD PROCESS

RFA Published	September 15, 2021
Application Request Package due no later than 5:00 P.M.	October 15, 2021
Work Plan's <u>Progress</u> Report and award invoice	November 15, 2021

Note:

Dates are tentative and subject to change at the sole discretion of Santa Clarita Community College District and the Regional Director, Advanced Manufacturing. Payment dates are contingent upon the timely execution of a Program Support Agreement.

Appendix A

RFA Application Cover Letter Guidelines

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

The RFA Cover Letter should include the following:

1. A brief history of the Robotics Program –
 - 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.
 - 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.

2. A description of the Program envisioned for the 2021-2022 school year including:
 - An estimate of the number of students expected to actively participate
 - Date of the first local/regional competition the Robotics Team expects to participate in
 - 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
 - Other goals for this year's Program at your school

3. The cover letter should be signed by the Program Faculty Advisor and/or school administrator or appropriate school district administrator - Include titles for all signatures.

Appendix B

SAMPLE

Sample Robotics Program Work Plan

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

Item	Activity	Completion Date	Responsible Person(s)
1	Promote XYZ Robotics Team / program to the student body and secure participation from at least twenty students.	Sept 16	Faculty Advisor, returning team members
2	Hold initial Robotics Team meeting with participating students	Sept 20	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	Sept 30	Faculty Advisor, Robotics Team members
4	Register for first round competition	Oct 14	Robotics Team
5	Establish conceptual baseline for initial robot design	Oct 21	Robotics Team
6	Finalize design and begin assembly of robot	Oct 30	Robotics Team
7	Complete initial working model of this year's competition robot, evaluate operation functionality and determine design modifications, if any	Nov 15	Robotics Team
8	Continue to evaluate and modify robot in preparation for the local competition in January 2021	Nov - Dec	Robotics Team
9	Participate in local competition	2022	Robotics Team
	Please note: the above activities are conceptual samples only. Your actual Work Plan should reflect the actual activities anticipated for your organization's Robotics Team.		

Appendix C

Example Program Contact List

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

Appendix D
Progress Report
SAMPLE

Progress Report (Based on the submitted Robotics Program Work Plan)

The Robotics Program Work Plan Progress Report should reflect actual progress against the Work Plan submitted as part of the RFA application. In this appendix, the report is made as compared to the sample Work Plan as shown in Appendix B.

Activity #1

Objective: Promote XYZ School Robotics Team / program to the student body and secure participation from at least twenty students (by September 14).

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 21. 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, 2019 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 8, 2019 or earlier as referenced in the Robotics Program Work Plan submitted with the RFA

Appendix E

Funding Program Logos

(Electronic (JPG) copies of the logos are available from the Regional Director, Advanced Manufacturing)



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