



Request for Proposal (RFP)
San Mateo County Community College District

Promise Scholars Program (PSP) Replication

Educational Services & Planning

3401 CSM Drive

San Mateo, California 94402

Telephone (650) 358-6803

Email mcveana@smccd.edu

RFP 86796

Filing Deadline: March 1, 2019 5:00 PM (PST)

Issued February 1, 2019

I. Notice Requesting Proposals

Request for Proposals for the Promise Scholars Program (PSP) Replication participation as part of the CCCCCO Award for Innovation in Higher Education.

The San Mateo County Community College District is requesting proposals from individual accredited colleges that are part of the California Community College System, for participation in the Promise Scholars Program (PSP) Replication project. The project is funded by the California Community Colleges Chancellor's Office (CCCCO) Awards for Innovation in Higher Education grant. Selected colleges will receive a sub-grant of up to **\$150,000** to engage in exploration and planning for the potential replication of the PSP at their respective college. The Request for Proposal document and additional relevant resources, including webinar information, may accessed by visiting the SMCCCD Educational Services and Planning Division at <https://smccd.edu/educationservices/>. Applicants must submit a PDF of their complete proposal in response to RFP 86796 to Email: mcveana@smccd.edu **AND** districtbids@smccd.edu no later than March 1, 2019, 5:00 PM PST. Proposals not submitted in this manner will be deemed non-responsive and will not be accepted.

II. Purpose

Skyline College, one of three colleges in the San Mateo County Community College District (SMCCCD), has developed and implemented innovations in student and academic support models that, combined with innovative teaching and learning, are improving student success and completion. The Promise Scholars Program (PSP) at Skyline College is a replication of the Accelerated Study in Associate Program (ASAP) from the City University of New York (CUNY), which has demonstrated the ability to increase completion and help eliminate equity gaps in student success, based on more than a decade of rigorous evaluation. The PSP is integrated with the implementation of Guided Pathways, and includes expanded partnerships with local high school districts, a Promise Scholarship for free college, and a professional development infrastructure that supports a culture committed to equity and innovation.

As part of its Award for Innovation grant, the SMCCCD is inviting applications for up to three (3) additional colleges from the California Community College (CCC) System to participate in a planning and technical assistance process for the replication of the PSP. As the only California community college that is recognized as a CUNY ASAP replication site, Skyline College (<http://skylinecollege.edu/promise/index.php>) is the lead college in the SMCCCD for the replication of the PSP under the Awards for Innovation grant.

III. Award Amount and Performance Period

Successful applicants will receive a sub-grant of up to **\$150,000** to engage in exploration and planning for the potential replication of the PSP at their respective college. The performance period begins **on April 1, 2019 and ends on June 30, 2021**. There will be three sub-grant distributions contingent on continued participation in the PSP replication activities, as follows:

Sub-Grant Distribution	Amount	Date
Initial Sub-Grant Distribution	\$25,000	April 1, 2019
Second Sub-Grant Distribution	\$75,000	July 1, 2019
Third Sub-Grant Distribution	\$50,000	July 1, 2020

IV. Eligibility

Only individual accredited colleges that are part of the CCC System are eligible to apply. Colleges that are part of a multi-college District are eligible to apply as an individual college. Applications from District Offices or from more than one college submitting as a consortium, even if part of the same District, will not be considered.

In order to be eligible, colleges are expected to have, at a minimum:

1. A college promise program that is sufficient in size and scope to provide a minimum of one year of free college, including enrollment fees, textbook support, and additional financial incentives, for incoming cohorts of full time first-time students. AB19 Promise Grant funds can be considered as contributing funds to such a program, *but are not on their own considered sufficient to meet this eligibility criteria.*

2. The commitment of the college President and leadership team to the active engagement in all required activities, including travel as specified below.

Colleges selected to receive a sub-grant as part of this opportunity also commit to:

1. Submit requested Budget Expenditure Reports and Progress Reports.
2. Participate in a structure Technical Assistance (TA) program with SMCCCD and CUNY-ASAP.
3. Engage in relevant research and evaluation of any subsequent replication of the PSP as a result of a sub-grant award under this opportunity.
4. Participate in a Legislative Innovation Summit to be held in 2021.

V. Application Instructions

A complete application must be submitted by email to: mcveana@smccd.edu **AND** districtbids@smccd.edu by **March 1, 2019 at 5:00 PM PST**. Please adhere to the following instructions related to completion of the submission:

- There is a 500 word limit per section.
- Format is Times New Roman or Calibri Light, 11-point font, with 1" margins, single-spaced.
- Colleges may include additional supporting documents, not to exceed three (3) pages.
- Applications should be submitted as a single PDF document.

The SMCCCD Vice Chancellor of Educational Services and Planning will send a confirmation email once a complete PDF application is received.

VI. Important Dates and Times

Activity	Date
Issuance of RFP	February 1, 2019
Informational Webinar	February 13, 2019
Deadline for Submission of Questions	February 14, 2019
Deadline for Submission of Proposals	March 1, 2019
Proposal Review	March 4–8, 2019
Anticipated Notice of Award	March 15, 2019
Start Date	April 1, 2019
Mandatory Kick-Off Meeting with SMCCCD and CUNY-ASAP in New York, NY	April 14–16, 2019

NOTE: The District reserves the right to change or alter these times and activities at its sole discretion.

VII. Applicant Interviews

We ask that applicants make themselves available the week of March 4-8, 2019 to answer questions about their application. A phone interview with SMCCCD staff may be required to provide clarification for information submitted in the application.

IX. Questions

Any questions regarding the information contained in this Request for Proposal must be submitted to Aaron D. McVean, Vice Chancellor of Educational Services and Planning at mcveana@smccd.edu on or before **Friday, February 14, 2019, 5:00 PM PST**.

X. Award Selection

The SMCCCD Vice Chancellor of Educational Services and Planning will notify successful applications of the intent to award the sub-grants by email on March 15th, 2019. Successful colleges will be required to enter into a Service Agreement with the SMCCCD.

XI. Signature

The college President must sign the proposal. An unsigned proposal will be rejected for non-responsiveness.

XII. Application Sections and Evaluation Rubric

<u>Section</u>	<u>Description</u>	<u>Maximum Points</u>
Organization and Key Staff	Give a brief description of your college, including size (annual FTES) and student demographics. Provide information, including names and positions of key staff that will form a PSP Planning Team. Members of this Team will be expected to participate in replication activities.	10
College Promise Capacity	Describe your college's current capacity to provide the required financial support to incoming cohorts of full time first-time students, including cohort size, what is covered (e.g., enrollment fees, instructional materials, textbooks, etc.), and all relevant funding sources.	20
Current Student Success Data	Provide data on full time first-time students, including demographics, overall Fall to Spring persistence rates, and overall three-year degree completion rates.	10
Alignment	Describe how a replication of the PSP would align with current efforts already underway at the college, including the implementation of guided pathways.	5
Commitment	Provide a statement of the college's commitment to engage in the exploration and planning for the potential replication of the PSP, including affirmation to participate in the expected activities and responsibilities outlined in this RFP. Include in this statement a description of your college leadership's commitment to equity.	10
Signature Page	Signature of the College President, dated.	-

XIII. Informational Resources

The following resources should be reviewed to inform colleges about this opportunity:

1. CCCCCO Awards for Innovation – [San Mateo CCCD Application](#)
2. Skyline College – [Promise Scholars Program \(PSP\)](#)
3. City University of New York (CUNY) – [Accelerated Study in Associate Programs \(ASAP\)](#)