

## Foundation for California Community Colleges

### STAFF REPORT

Date: December 10, 2014  
To: Foundation Board of Directors  
From: Joseph Quintana, Vice President of Program Development  
**Subject: Approval of Vendor Contract for Online Tutoring Services, RFP 14-001**

Action Item, Regular Meeting December 10, 2014

#### Background

On October 10, 2014, the Foundation for California Community Colleges was asked by the California Community Colleges Online Education Initiative (OEI) launch team, and the Foothill-De Anza Community College District to develop a Request for Proposal (RFP) for Online Tutoring Services, RFP 14-001. Services identified by the RFP aim to enable all 112 California Community Colleges (CCC) to implement sustainable online tutoring service infrastructures that will improve student course success rates, significantly increase the number of students who obtain college associate degrees and transfer to four-year colleges annually, and complement other components of the statewide CCC Online Education Ecosystem such as the Common Course Management System, Student Services Portal, and Online Course Exchange.

Up to \$2.5 million has been allocated to support OEI activities for the next four and one-half (4.5) years. Additional funds may be available from community colleges selecting to piggyback from the contract.

An initiative of the Chancellor's Office, the OEI was funded by the California State Legislature in 2013 to support Governor Jerry Brown's statewide Online Education Initiative proposal. The OEI's mission aims to (1) improve student retention and success; (2) increase access for the underserved and underrepresented, individuals with disabilities and those with basic skills needs; (3) enhance the online education experience through ease of use and convenience; and (4) increase demand for online course delivery.

#### Request for Proposal Process

The Foundation followed the guidelines set forth by California's Public Contract Code for California Community Colleges in securing competitive pricing for services outlined in the RFP. Performance and Technical Specifications were developed by members of the OEI, Butte Technology Center, State Center Community College District, and Foothill-De Anza Community College District.

RFP 14-001 was formally published on the Sacramento Bee, and managed on the PlanetBids bid management system. Proposals were due from vendors on November 12, 2014 with formal bid opening held at the Foundation's Sacramento office. The Foundation received four (4) proposals, all of which were deemed responsive, and evaluated by the designated committee. The RFP committee comprised of:

- RFP Development, Facilitation of RFP Evaluation Process and Review of Quantitative Information:
  - J.C. Sales, Foundation for California Community Colleges, Director of Collaborative Services
  - Allan Alday, Foundation for California Community Colleges, CollegeBuys Specialist
  - Jory Hadsell, Online Education Initiative, Chief Academic Affairs Officer
  - Joseph Moreau, Foothill-De Anza Community College District, Chief Information Officer
  - Anita Crawley, Online Education Initiative, Chief Student Services Officer
- Review of vendor supplied Technical and Performance Specifications
  - Jory Hadsell, Online Education Initiative, Chief Academic Affairs Officer
  - Anita Crawley, Online Education Initiative, Chief Student Services Officer
  - Fred Sherman, Online Education Initiative, Chief Technology Officer

- o Jayme Johnson, Online Education Initiative, Director of Accessibility and UX
- o Kevin O'Connor, Saddleback College, Dean of Liberal Arts
- o Jim Julius, MiraCosta College, Faculty Director of Online Education
- o Bonita Robison, Cerro Coso Community College, Professor of Education and Personal Development
- o Ray Sanchez, Fresno City College, Tutorial Center Coordinator
- o John Wood, Pasadena City College, Director of Learning Assistance Center
- o Gina Bailey, Foothill-De Anza Community College District, Purchasing Services

The committee endorsed Link-Systems International Incorporated (LSI) as the most responsive bidder, and for contract award under RFP 14-001 should they agree to final contract terms. The Letter of Intent to Award is included as Attachment 1 to this document, and recommends LSI to move forward with the contract negotiation phase, as the selected vendor partner for Online Tutoring Services. No protests were received from other respondents.

Contract Term: One and one-half (1.5) years initial term, with three (3) one (1) year renewals.

Foundation Roles and Responsibilities

The role of the Foundation is that of a prime contractor. The Foundation will:

1. Develop the contract with the awarded vendor based on the requirements of RFP 14-001.
2. Monitor the quality of services and compliance from the vendor partner.
3. Promote contract, alongside the OEI, to California's community colleges.

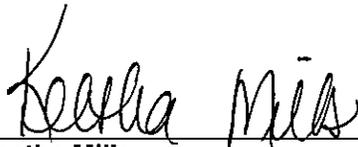
Orders will be placed directly between the OEI/Colleges and the vendor partner.

Endorsement

The CEO and I recommend that the Foundation Board of Directors at its December 10, 2014 meeting approve the award of contract to Link-Systems International Incorporated, under Foundation RFP 14-001 for Online Tutoring Services.

**CERTIFICATION**

I, Keetha Mills, duly appointed President and Chief Executive Officer of the Foundation for California Community Colleges, do hereby certify that the above recommendation was passed and approved by the Board of Directors of the Foundation for California Community Colleges on the 10<sup>th</sup> Day of December 2014.



**Keetha Mills**  
President and Chief Executive Officer

12-10-14

**Date**



FOUNDATION *for* CALIFORNIA  
COMMUNITY COLLEGES

*Benefiting, Supporting, and Enhancing  
the California Community Colleges*

1102 Q Street, Suite 3500  
Sacramento, California 95811-6549  
Toll-Free Telephone: 866.325.3222  
Facsimile: 916.325.0844

[www.foundationccc.org](http://www.foundationccc.org)

**ATTACHMENT 1**

**Intent to Award**

Online Tutoring Services RFP # 14-001

November 20, 2014

The Foundation for California Community Colleges intends to award a contract to the following company from RFP #14-001, Online Tutoring Services, for use by California Community Colleges and other California Public Agencies for the procurement of Online Tutoring Services:

**Link-Systems International, Inc.**

The RFP # 14-001 stipulated that a single contract may be awarded which includes components for Online Tutoring Services.

Contract award under this RFP is contingent upon Foundation board approval, and Foundation and vendor agreement on final contract terms.