



April 30, 2025

TO: ALL BIDDERS

RE: CALIFORNIA JOBS FIRST CATALYST FUND FOR KERN COMMUNITY COLLEGE DISTRICT
obo KERN COALITION RFP #DO250409

Addendum #10 is hereby expressly incorporated and made part of the California Jobs First Catalyst Fund for the Kern Community College District obo Kern Coalition RFP #DO250409, proposal submission deadline no later than 2:00 p.m. PST, Wednesday, April 30, 2025.

ADDENDUM 10

Clarifications and Modifications to the RFP

1. The timeframe for questions and answers is now closed. No further questions will be accepted, nor answers provided.
2. The proposal submission deadline is **April 30, 2025**, at 2pm (PST). All submissions must be received no later than 2pm (PST) to be considered.
3. All submissions will be unlocked/opened on April 30, 2025, at 2pm (PST). Bidders who have submitted a proposal will be notified of receipt of their submission after 2pm.
4. RFP submission options are provided on pages 3-4 of this Addendum.
5. Technical Assistance Forms:
[Catalyst Technical Assistance Manual - Request Form \(Spanish\) - Google Docs](#)
[Catalyst Technical Assistance Manual - Request Form \(English\) - Google Docs](#)
[Catalyst Phase Technical Assistance Digital Request Form \(English\) - Google Forms](#)
[Catalyst Phase Technical Assistance Digital Request Form - \(Spanish\) - Google Forms](#)
6. A copy of the RFP and related documents have been uploaded to the Public Purchase website at www.publicpurchase.com and the Kern Community College District website at <https://www.kccd.edu/business-services/rfps-bids.html>.

7. Submit questions and responses electronically through the Public Purchase website at www.publicpurchase.com. Public Purchase is our bid platform, which is free registration for bidders to view, access, and submit a response to the RFP.
8. If registration assistance for the Public Purchase platform is needed, we recommend that vendors reach out to the Public Purchase vendor support team directly via chat at <https://www.publicpurchase.com> or email at support@publicpurchase.com.



Answers to bidder questions:

- Q1.** Despite repeated applicant efforts to seek clarity, official submission instructions remained vague across all 9 RFP addenda. There was no explicit language confirming the requirement or allowance of document uploads in Public Purchase to address the 250-character limitations in the Google Form. Public Purchase representatives and Technical Assistance staff both confirmed — verbally and in writing — that uploading a full response document was the only appropriate and viable method of compliance. We followed that direction and requested confirmation via email question submitted with no response.

Answer: The Google Forms platform has a maximum character limit of approximately 32,750 characters. Applicants experiencing character limit issues within the Google Form are instructed to complete their application through the Public Purchase eProcurement system. Registration instructions for Public Purchase are outlined on pages 1–3 of the RFP. For technical assistance with Public Purchase, applicants should contact the Purchasing Department at purchasing@kccd.edu. The deadline for the Catalyst RFP will close on Wednesday, April 30, 2025, at 2:00 PM. Contact purchasing@kccd.edu directly for support. Amendment 9 (see page 3, “Catalyst RFP Submission Options”) outlines multiple submission methods designed to expedite the process for all applicants.

- Q2.** There has been no public statement confirming the recusal of Governance Council member Justin Powers (also applying for his organization, Sierra Shared Spaces), who has been centrally involved in Catalyst’s community planning process and whose presence during design, promotion, and decision-making introduces a clear conflict of interest. If the Governance Council participates in project review or funding decisions — which remains unclear — this represents a serious procedural concern.



Answer: Any individual/entity who contributed to the development of the RFP or participated in governance decisions and is also applying for funding is recused from all aspects of review, scoring, and decision-making.

- Q3.** The lack of transparency regarding scoring methodology, reviewer identity, and recusal procedures undermines trust in what is meant to be a public-facing, equity-driven process.

Answer: As found in Addendum 3 the detailed rubric, in addition to the Kern Coalition published scoring matrix, aligned to the Regional Plan Part II objectives. The detailed rubric can be found on pages 12-15 of the Catalyst RFP package. Pages 9-16 of the Catalyst RFP outlines the Scoring Matrix that will be used to evaluate projects.

- Q4.** To date, no public appeal or complaint mechanism has been made available to applicants, even those who believe they submitted in good faith and according to TA guidance.

Answer: "Protest Against Award" provision on page 24 of the Kern Coalition Catalyst RFP (DO250409):

Any vendor wishing to file a protest against this RFP document must do so in writing within 72 hours after proposals are reviewed by the committee and bidders chosen for an oral presentation, if deemed necessary. All protests will be taken under advisement. Any protest received after will not be recognized. A protest of any vendor proposal will be delivered to the Kern Community College District, attention Melissa Thornsberry, Interim Chief Financial Officer, 2100 Chester Avenue, Bakersfield, CA 93301, by certified mail or by personal delivery during normal business hours.

- Q5.** Submission procedure inconsistencies, and a formal record that alternative formats were considered compliant as advised.

Answer: Submission options can be found within the Catalyst RFP and Addendums. For your reference, submission options are provided below:

Catalyst RFP Submission Options:

There are three ways that you can fill out your Catalyst RFP application:

1. Google Forms

- [Fill out the RFP Application on Google Forms](#) and follow the instructions
- **Google Forms only allows a maximum of 32,750 characters per submission.** If you encounter issues with the character limit, please follow the directions below to submit via Public Purchase.

2. Public Purchase Portal



- If your application is too long for Google Forms, you can submit your application through the Public Purchase portal.
- The following documents must be included along with your application responses:
 - **Completed Application** (pages 38-43 of the RFP)
 - **Cover Letter**
 - **Work Plan/12-Month Timeline** ([link to template](#))
 - **Resumes** for your project team
 - **Letters of Commitment** for all sub-awardees ([link to template](#))
 - **Project Budget** ([link to template](#))
 - **Letters of Recommendation** ([link to template](#))
 - **Catalyst RFP Appendix Section** (pages 31-37: Conflict of Interest Form, Vendor Statement of Intent, Vendor Non-Collusion Affidavit, Certification of Non-Discrimination, Bidder Inquiry Form, and "No Bid" Response Form)
 - Any additional research, studies, assessments, reports, or other documentation related to your project (Optional)

3. Drop off

- Proposal submissions can also be dropped off in a sealed envelope marked

California Jobs First Catalyst Fund RFP DO250409 to the address, as follows:

Kern Community College District Attn: Purchasing & Contracts
2100 Chester Avenue
Bakersfield, CA 93301

The sealed envelope must also include a **USB/Flash drive of your proposal and supporting documentation** (See step 2)

All other specifications remain unchanged.

BY: Purchasing & Contracts
Kern Community College District
Phone: 661-336-5100
Email: purchasing@kccd.edu



ACCEPTANCE OF ADDENDUM #10 TO RFP #DO250409

I _____, officer for _____
Name & Title *Company*
hereby accept and agree to Addendum #10 to the California Jobs First Catalyst Fund for the Kern Community College District obo Kern Coalition RFP #DO250409 and agree to provide the additional requested information in the Addendum.

Signature of Bidder _____ Date _____

Signature of KCCD _____ Date _____

Upon signing, the aforementioned addendum is immediately incorporated into the RFP and service providers response to RFP.

Submit one (1) signed copy of this Addendum acceptance to:

Kern Community College District
Purchasing & Contracts Department
2100 Chester Avenue
Bakersfield, CA 93301

Email: purchasing@kccd.edu

Mark subject line/envelope: RFP Addendum #10 Acceptance

If the addendum as presented is unacceptable, please advise KCCD of your rejection of the addendum in writing with reasons, to the address above or by email to purchasing@kccd.edu.