



June 9, 2025

TO: ALL BIDDERS

RE: SECTOR INVESTMENT COORDINATORS (SICs) FOR KERN COMMUNITY COLLEGE DISTRICT obo KERN COALITION RFP #DO250610

Addendum #1 is hereby expressly incorporated and made part of the Sector Investment Coordinators (SICs) for the Kern Community College District obo Kern Coalition RFP #DO250610, proposal submission deadline no later than 2:00 p.m. PT, Monday, June 16, 2025.

### ADDENDUM 1

#### **Clarifications and Modifications to the RFP**

1. The proposal submission deadline has been **extended to June 16, 2025, at 2pm (PST)**.
2. A copy of the RFP and related documents have been uploaded to the Public Purchase website at [www.publicpurchase.com](http://www.publicpurchase.com) and the Kern Community College District website at <https://www.kccd.edu/business-services/rfps-bids.html>.
3. Deadline for Proposer Questions closed June 4, 2025, at 12:00 p.m.
4. Submit questions and responses electronically through the Public Purchase website at [www.publicpurchase.com](http://www.publicpurchase.com).

#### **Answers to bidder questions:**

**Q1.** Just wanted to validate this RFP before our company prepares an application. We were under the impression that Catalyst Phase SIC had already been chosen.

**Answer:** Given the broad scope of work required of the SIC, our procurement team determined we needed to go through a formal procurement process. The RFP was reissued with revised Specifications.

**Q2.** From our perspective, we do not believe a conflict of interest exists for the following reasons: Role Separation & Non-Interference: Should we be awarded Catalyst Funds, the execution of our proposed project would be managed independently and would not interfere with our ability to support or collaborate with other applicants in any capacity required under the SIC role.



Enhanced Support Capacity: Our active participation in the Catalyst Funds process has provided us with deep, practical knowledge of the Coalition’s application and review process, which would significantly enhance our ability to provide timely, informed, and effective support to other stakeholders as a SIC.

Organizational Capacity & Expertise: Project Development Solutions has the operational bandwidth, qualified personnel, and internal controls necessary to manage both responsibilities with full transparency and without compromising the quality or integrity of either.

No Evaluative Authority or Convening Role: We are not serving as a convener, evaluator, or in any capacity that would give us influence over application scoring, ranking, or funding decisions. We maintain full independence from any internal review structures.

**Answer:** Following a review of the governance standards outlined in the Sector Investment Coordinator (SIC) RFP, issued by Kern Community College District on behalf of the Kern Coalition and supported by the California Jobs First initiative, we would like to share the following clarification:

Organizations with Catalyst Funds proposals currently under review may not be considered for the Sector Investment Coordinator role at this time. The intent of this position is to maintain a neutral, coalition-facing function, providing technical assistance, facilitating collaboration, and supporting cross-sector implementation. Simultaneous participation in both roles could raise concerns around conflict of interest and compromise the perception of neutrality, even in cases where role separation or organizational capacity may exist.

This guidance is informed by the conflict of interest and non-duplication provisions outlined in the SIC RFP, and reflects the Coalition’s broader efforts to uphold transparency, fairness, and integrity within the California Jobs First framework.

**Q3.** Budget: What is the budget envelope for this engagement?

**Answer:** Refer to the budget guidelines and funding parameters outlined in the Sector Investment Coordinator (SIC) RFP document. The budget structure has been designed to align with the scope of work, deliverables, and timeline specified, ensuring adequate resources to effectively support the goals of the initiative. Bidders are encouraged to carefully review the SIC RFP language for comprehensive information on budget considerations and proposal requirements.

**Q4.** Schedule: Are there any particular deadlines or milestone dates before Sept. 2026 that bidders should be aware of in formulating their workplans?

**Answer:** The RFP does not specify fixed milestone dates prior to September 2026. As outlined in the Scope of Work (page 6), the Sector Investment Coordinator is expected to support the early implementation of Technical Assistance strategies. This includes coordinating with regional work groups, facilitating industry-focused outreach, and



contributing to the development and recalibration of the Activation Plan. Workplans should reflect SIC's role in aligning sector-specific efforts with regional priorities and ensuring timely support for early-stage project development activities across the Kern Coalition.

- Q5.** Proposal materials / process: Are we correct in understanding that the Kern Coalition and California Jobs First have developed the proposal materials (e.g., application form(s), budget template, list of supporting documents, etc.) and proposal process (e.g., portal or email address to receive applications, protocols for confirming receipt of materials, etc.), and the SIC (i.e. the Consultant selected under this RFP) will be solely responsible for helping applicants compile the required materials / navigate the submission process?

**Answer:** Per page 6 of the RFP, under the Scope of Work section, the Kern Coalition and California Jobs First are responsible for developing and managing the proposal materials and submission process. The RFP states that the Sector Investment Coordinator will: "Provide technical assistance to applicants to ensure a clear understanding of application requirements and support applicants through the proposal submission process to promote completeness and compliance."

The SIC's role is to facilitate applicant navigation and support, not to develop proposal materials or manage the submission system.

- Q6.** Reviewing and approving deliverables: The RFP cites the Regional Director, Kern Coalition Conveners, and the Governance Council as key stakeholders. What role will each of these stakeholders play in (i) reviewing and (ii) approving deliverables? In particular, what will be their respective role(s) for deliverables 9: data dashboard, 10: regional roadmap, 11: sector-specific roadmap, 12: equity/resilience assessment tool, and 13: sustainability framework?

**Answer:** As the Catalyst Phase reaches a new milestone, the Governance Council's role will taper. The Regional Director and Conveners will take the lead in developing and aligning key deliverables, including the data dashboard, roadmaps, equity/resilience tools, and sustainability framework.

- Q7.** Reviewing, prioritizing, and approving projects: The RFP cites the Regional Director, Kern Coalition Conveners, and the Governance Council as key stakeholders. What role will each of these stakeholders play in the process of (i) reviewing, (ii) prioritizing, and (iii) approving projects? In particular, what will be the Governance Council's role in reviewing, prioritizing, and approving projects?

**Answer:** As the Catalyst Phase reaches a new milestone, the Governance Council's role will taper. The Regional Director and Conveners will take the lead in developing and aligning key deliverables, including the data dashboard, roadmaps, equity/resilience tools, and sustainability framework.

- Q8.** Deliverables – reports: Page 7 of the RFP lists 'reports' as the third deliverable. What is the expected length and format of the reports to be provided to key stakeholders? E.g.,



would a ~5-10-page PowerPoint template be acceptable, assuming the format and content was agreed upon in advance with the Kern Coalition?

**Answer:** Page 7 of the RFP identifies 'reports' as the third deliverable. The RFP does not specify an expected length or format for reports. Report format and content will be determined in coordination with the Kern Coalition to meet stakeholder needs.

**Q9.** Deliverables – code requirements / regulatory standards: Page 7 of the RFP notes the SIC will 'work alongside contracted permitting experts to ensure all projects meet code requirements and adhere to regulatory standards'. Are we correct to understand that the permitting experts are responsible for ensuring that all projects meet code requirements /standards, and the SIC's role is to only to liaise between the applicants and this third-party contractor?

**Answer:** Per page 7 of the RFP, the Sector Investment Coordinator's role is to act as the liaison between applicants and the contracted permitting experts. The SIC facilitates communication and coordination to support the permitting experts, who hold primary responsibility for ensuring all projects comply with code requirements and regulatory standards.

**Q10.** Deliverables – community engagement: Page 7 of the RPF lists as-needed 'community engagement events or town halls' as the seventh deliverable. Can the Kern Coalition share more information about what would they look like: i.e., how many events are desirable, location, and the expected number of attendees? Can you confirm that the Kern Coalition would manage all event logistics (e.g., venues, A/V set-up, translators, advertisement, etc.)?

**Answer:** The RFP identifies community engagement events or town halls as an as-needed deliverable. The Kern Coalition does not specify the required number of events, locations, or expected attendance in the RFP. Event frequency, location, and size will be determined based on project needs and partner coordination.

**Q11.** Deliverables – data dashboard: Page 7 of the RFP lists a 'data dashboard' as the ninth deliverable. Does the Kern Coalition have any preferences or requirements regarding the software platforms or tools to be used for developing the dashboard (e.g., Power BI, Tableau, custom web-based solution, etc.)? Additionally, are there any existing systems or data sources the dashboard will need to integrate with?

**Answer:** The Kern Coalition does not require a specific software platform for the data dashboard. The dashboard must provide functional, scalable, and secure access for relevant stakeholders. It must integrate with existing Kern Coalition data systems, including regional labor market and project tracking databases, to support accurate and timely reporting.

**Q12.** Deliverables – regional road maps: Page 7 of the RPF lists 'regional road maps' re: access for disinvested community members as the tenth deliverable. Can the Kern Coalition share



more information on what topics these road maps are expected to cover, as well as how many regional road maps are desired and for which regions?

**Answer:** As stated on page 7 of the RFP, Deliverable 10 refers to the development of regional roadmaps focused on improving access for disinvested community members. One roadmap is expected for each of the five subregions within the Kern Coalition.

**Q13.** Deliverables – sector road maps: Page 7 of the RFP lists ‘sector road maps’ re: new, environmentally friendly industry sectors as the eleventh deliverable. Can the Kern Coalition share more information on what topics these roadmaps are expected to cover? Are we correct in understanding that the SIC will deliver one sector-specific roadmap for each of the three industries mentioned on page 3 (agriculture, clean energy, and advanced manufacturing)?

**Answer:** The Sector Investment Coordinator (SIC) is expected to develop one sector roadmap for each of the three priority industries listed on page 3 of the RFP: sustainable/climate-smart agriculture, clean energy and climate technologies, and advanced manufacturing.

These roadmaps outline strategies for sector development, workforce alignment, and investment coordination. As noted in Deliverable 11 (page 7), the SIC will create and continuously refine these roadmaps as projects unfold, and new regional needs emerge during implementation.

**Q14.** Deliverables – integrated equity & resilience assessment tool and sustainability framework: Are we correct in understanding that the integrated equity & resilience assessment tool (deliverable 12) and the sustainability framework (deliverable 13) would be used to guide project implementation once projects are approved?

**Answer:** Deliverables are positioned to function during the implementation phase, after projects have been selected and approved. They are not to be used as inputs for project evaluation or selection but are critical to the post-award technical assistance ecosystem that the SIC is responsible for stewarding in accordance with the California Jobs First objectives.

This interpretation is grounded in the RFP language found in Section III: Scope of Work, which emphasizes that the SIC’s role is to facilitate the translation of planning-phase outputs into actionable, regionally integrated, and equity-centered implementation strategies.

**Q15.** Documentation - vendor information sheet: Page 17 of the RFP lists a ‘Vendor Information Sheet’ as among the proposal requirements (listed under H). Does the Kern Coalition have a template or outline of the Vendor Information Sheet that it can provide?

**Answer:** The Vendor Information Sheet referenced on page 17, Section H of the Sector Investment Coordinator (SIC) RFP.



The Kern Community College District (KCCD) Procurement Office utilizes a standard Vendor Information Sheet for contracting and procurement purposes. Please refer to the link for the [Payee Data Record](#)

All other specifications remain unchanged.

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



**ACCEPTANCE OF ADDENDUM #1 TO RFP #DO250610**

I \_\_\_\_\_, officer for \_\_\_\_\_  
*Name & Title* *Company*

hereby accept and agree to Addendum #1 to the Sector Investment Coordinators (SICs) for the Kern Community College District obo Kern Coalition RFP #DO250610 and agree to provide the additional requested information in the Addendum.

Signature of Bidder \_\_\_\_\_ 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](mailto:purchasing@kccd.edu)

*Mark subject line/envelope: RFP Addendum #1 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](mailto:purchasing@kccd.edu)