



April 25, 2025

TO: ALL BIDDERS

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

Addendum #7 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, Tuesday, April 30, 2025.

ADDENDUM 7

Clarifications and Modifications to the RFP

1. The proposal submission deadline has been extended to **April 30, 2025**, at 2pm (PST).
2. **Page 43:** Per the requirements of the California Jobs First, Catalyst Phase, all applications should be submitted by a partnership that consists of representatives from government, community-based organizations, labor, education/training institutions, or employers.
3. Technical Assistance Calendar additional dates provided below and as an attachment:
 - **All Themes** 4/28/2025 @ 12PM-1PM [Webinar Registration – Zoom](#)
Todos los temas
 - **All Themes** 4/29/2025 @ 11AM-12PM [Webinar Registration – Zoom](#)
Todos los temas
4. 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](#)
5. 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>.

6. 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.
7. 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.** A group of women wants to start an agroecological farm in Kern County (exploratory). The idea of implementing the project is through an agricultural cooperative. The goal of applying to the CATALYST PROJECT is to do a feasibility analysis (agribusiness), cooperative development, and land access. Our Organization/Group would like to partner with the group of women, but I have a few questions:
The Organization/Group will be the initiative to receive the funds; however, payments to both Organization/Group for financial services and training to women entrepreneurs via invoice to the Organization/Group or Kern County?
- Answer:** The California Jobs First Catalyst grant is a reimbursable grant meaning all invoices which include receipts and back up documentation for the project must be submitted for review and approval to Kern CCD who will then invoice the State for payment. All projects must meet both State and Kern CCD invoicing requirements.
- Q2.** Women entrepreneurs will be given a stipend (how much in percentage ?) for each course (e.g., coop development) they take, as well as payment for hotel and transportation to potential conferences on agroecology, regenerative agriculture, and Latinx meetings/courses. Does our Organization/Group need to cover the expenses first and then submit invoices to Kern County?

Answer: The California Jobs First Catalyst grant is a reimbursable grant meaning all invoices which include receipts and back up documentation for the project must be submitted for review and approval to Kern CCD who will then invoice the State for payment. All projects must meet both State and Kern CCD invoicing requirements.



- Q3.** Our Organization/Group plans to develop two trainings: 1. create a feasibility analysis and develop cooperative (bylaws, AOI), etc. However, there is an item "Invest in infrastructure and technological projects that respect the environment." What kind of expenses can be developed here?

Answer: Your proposal should include all required expenses to fully develop your project concept and ensure the project is "shovel ready" after the contract period. The California Jobs First Catalyst grant is a reimbursable grant meaning all invoices which include receipts and back up documentation for the project must be submitted for review and approval to Kern CCD who will then invoice the State for payment. All projects must meet both State and Kern CCD invoicing requirements.

- Q4.** Our Organization/Group must pay for these expenses first, or if Kern County can do this for the development of agricultural activities at the end of the training year... for example, renting a piece of land, buying chicken coops, etc.?

Answer: Your proposal should include all required expenses to fully develop your project concept and ensure the project is "shovel ready" after the contract period. The California Jobs First Catalyst grant is a reimbursable grant meaning all invoices which include receipts and back up documentation for the project must be submitted for review and approval to Kern CCD who will then invoice the State for payment. All projects must meet both State and Kern CCD invoicing requirements.

- Q5.** I am in process of writing a grant on behalf of two separate organizations and some questions have arisen regarding the adjustment flexibility of the workplan post award. Specifically, if one organization uses private funding between now and September when the award is given to do a portion of the tasks in the workplan, this would effectively change the scope of the workplan since the project would have accelerated. One of the major milestones for our project involves CARB certification for clean energy technology. One organization may not want to wait until they receive the grant if they are able to secure private funding in the meantime. Could the grant funds that were to be allocated toward CARB certification be reallocated to other parts of the project like equipment, design and engineering? Please advise what the policy is for this potential change of plan.

Answer: Revisions to the proposed workplan should be acceptable, since you are in the grant writing phase for the awardee.

There are no restrictions within the Catalyst program guidelines regarding the use of private funds to support a portion of a pre-development project's workplan post-award. Equipment, design, and engineering are considered allowable expenses under Catalyst pre-development funding.

As a general note, there is no contractual relationship between the state and any subcontractors or subgrantees associated with an applicant's proposal. Revisions to



proposed workplans may be made as part of the grant development process, subject to the terms of the final agreement between the grantee and KCCD.

- Q6.** I'm reaching out to request clarification regarding potential conflicts of interest related to the Catalyst funding opportunity. Specifically, could you help confirm whether a board member of an organization that is listed as a Kern Coalition Convener or a Governance Council member is eligible to submit an application for Catalyst funding, either on behalf of a separate organization they're employed with or as an individual?

For example, if an individual served as a board member of an organization listed as a convener, would they not be able to submit an application with a separate organization they work with or individually. Or vice versa, if an individual serves on a board for an organization wanting to apply, but they're on the governance council or a convener, would they not be able to apply?

Answer: A board member of a Kern Coalition convener can submit an application on behalf of a separate organization they're affiliated with and/or as an individual. Since the Governance Council member(s) is doing the review and scoring, a member affiliated with a separate organization wishing to submit an application on behalf of the separate organization should recuse themselves from the review and scoring process.

- Q7.** As a concerned applicant and community stakeholder, I respectfully request further transparency regarding how recusal will be documented and enforced — particularly when individuals are involved in the development or governance of the RFP are also applying for funding.

In the interest of public trust and equity, I ask for the names of individuals participating in the scoring and selection process be made available after awards are issued. This small step would go a long way in affirming confidence in the fairness and integrity of the process — especially for grassroots and emerging organizations like ours.

As part of our commitment to equity and transparency, we are documenting these concerns internally in the event that a future review or oversight process requires further clarification. While we hope these issues remain resolved within the spirit of community collaboration, we also recognize our responsibility to ensure fair and ethical access to public funding — and may elevate these concerns to state-level oversight, such as the State Auditor's Office, if necessary.

Answer: The Kern Coalition Governance Council will be responsible for scoring and evaluation. A full list of all individuals serving on the Governance Council is available on the [Kern Coalition](#) website. The state has clarified that any convener with a potential or perceived conflict will be removed from scoring or evaluating all proposals

- Q8.** Do we need to complete answers in two places?
1) within the RFP document itself and/or 2) within the specific sections outlined within



public purchase. It seems duplicative and our belief is that we should not be responding on the RFP Adobe document. Please clarify. Thank you

Answer: Applicants should not respond directly within the RFP PDF document (Adobe file). All responses must be submitted through the required fields and sections outlined in Public Purchase, which is the official submission platform for the Catalyst RFP.

- Q9.** The Principal Investigator to be listed on our Catalyst Application is a Board Member of a convener organization. Does that disqualify eligibility because the individual is part of a convener organization? The application itself will not come from the Convener, the individual just happens to be a Board Member.

Answer: A board member of a Kern Coalition convener can submit an application on behalf of a separate organization they're affiliated with and/or as an individual. Since the Governance Council member(s) is doing the review and scoring, a member affiliated with a separate organization wishing to submit an application on behalf of the separate organization should recuse themselves from the review and scoring process.

All other specifications remain unchanged.

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



ACCEPTANCE OF ADDENDUM #7 TO RFP #DO250409

I _____, officer for _____
Name & Title *Company*
hereby accept and agree to Addendum #7 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 #7 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.

Catalyst Request for Proposals – Technical Assistance Sessions

Solicitud de Propuestas de Catalyst – Sesiones de Asistencia Técnica

Theme Tema	Date/Time Fecha/Hora	Location ubicación
All Themes Todos los temas	4/16/2025 @ 12PM-1PM	Webinar Registration - Zoom
All Themes Todos los temas	4/16/2025 @ 4PM-5PM	Webinar Registration - Zoom
All Themes Todos los temas	4/17/2025 @ 10AM-11AM	Webinar Registration - Zoom
All Themes Todos los temas	4/23/2025 @ 10AM-12PM	Kern Community College District - Room 102 2100 Chester Ave. Bakersfield, CA 93301
All Themes Todos los temas	4/23/2025 @ 4PM-6PM	Kern Community College District - Room 101 A/B 2100 Chester Ave. Bakersfield, CA 93301
All Themes Todos los temas	4/24/2025 @ 12PM-1PM	Webinar Registration - Zoom
All Themes Todos los temas	4/28/2025 @ 12PM-1PM	Webinar Registration - Zoom
All Themes Todos los temas	4/29/2025 @ 11AM-12PM	Webinar Registration - Zoom