

March 7, 2025

Re: Request for Proposal – California Jobs First Catalyst Fund

The Kern Community College District, on behalf of Kern Coalition, invites your company to submit a Proposal for California Jobs First Catalyst Fund, for its college needs.

Key dates associated with this Request for Proposal include:

First week Advertisement of RFP	March 7, 2025
Second week Advertisement of RFP	March 14, 2025
Deadline for Proposer Questions	March 20, 2025, at 12:00 p.m.
RFP Submission Deadline	April 9, 2025, at 2:00 p.m.
Notice of Award	July 2025
<i>Submitted to the Board of Trustees for Approval</i>	
Board Award Date	August 2025

General Information and Specifications may be obtained at the Kern Community College District, Business Services website at <https://www.kccd.edu/business-services/rfps-bids.html> or interested bidders may register (*registration instructions attached*) at www.publicpurchase.com to obtain the RFP. An electronic application is also available via Google Forms at <https://docs.google.com/forms/d/e/1FAIpQLSfgslwfbD-IF-KMJONa4ZtcuhgIHYogyFe4g-WkIfDNnBGcA/viewform?usp=sharing>.

If your company is not interested in responding to this bid request, please complete the “No Bid” Response Form, located on page 37 of the attached Request for Proposal, and return the form via email to purchasing@kccd.edu.

If you have any questions relating to this Request for Proposal offering or would like an electronic copy of the Request for Proposal emailed to you, please contact the Purchasing & Contracts Department via email at purchasing@kccd.edu.

Best wishes,



Cammie Ehret-Stevens
Assistant Director, Purchasing & Contracts

Dear Vendor,

The Kern Community College District Purchasing Department uses an online bid management system called Public Purchase. In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. If you would like to do business with our District please complete the registration process detailed below.

INSTRUCTIONS

1. Register with Public Purchase:

Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

If you have already registered with Public Purchase previously please proceed directly to step 2.

2. Register with Kern Community College District:

A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

B. Then click on the link below to start your registration process with the Kern Community College District. Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

<http://www.publicpurchase.com/gems/kccd,ca/buyer/public/home>

C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

Use the Public Purchase link in Step 1 and log in. Then click “Select Region,” and “Select Agency.” After selecting [Kern Community College District](#), click on the “Register with [Kern Community College District](#)” on the right-hand side of the [Kern Community College District](#) logo.

It is important that this second part of the registration is complete, or you will not receive notifications of upcoming quote opportunities from the Kern Community College District. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Why the switch?

Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us

This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up-to-date vendor database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

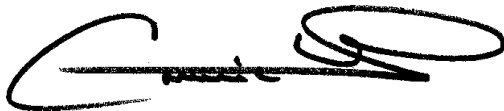
Benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmitting bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in the Kern Community College District vendor registration process.

Sincerely,



Cammie Ehret-Stevens
Assistant Director, Purchasing & Contracts

REQUEST FOR PROPOSAL #DO250409

**CALIFORNIA JOBS FIRST CATALYST FUND FOR
KERN COMMUNITY COLLEGE DISTRICT
obo KERN COALITION**

PROPOSAL SUBMISSION DEADLINE

Proposals submitted by 2:00 p.m.
Date: April 9, 2025

Submit responses electronically through the Public Purchase website at www.publicpurchase.com.

Proposals must be received by the due date and time to be considered.

Delivered to: Kern Community College District
2100 Chester Avenue
Bakersfield, California 93301
Attention: Purchasing & Contracts

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Kern Coalition Request for Proposals (RFP)
California (CA) Jobs First Catalyst Fund

Vision: To eliminate generational poverty and promote equitable economic mobility for all in Kern County by ensuring investments dismantle systemic barriers.

Mission: The Kern Coalition’s mission is to unify and bolster local efforts that advocate for the equitable attainment of good, quality jobs that promote a resilient economy and positive health, social, and environmental outcomes in disinvested communities through diverse representation and securing direct investments for economic development strategies.

GENERAL INFORMATION

Purpose: Working on behalf of the Kern Coalition - the Kern County region participant of the State of California’s California Jobs First Regional Initiative- The Kern Community College District (“KCCD”, "Kern CCD", "District") announces the availability of \$9 million in grant funding through the California (CA) Jobs First Catalyst Fund to support Kern County based development/design activities for initiatives that will help build a long-lasting regional economic development infrastructure in Kern County. We are looking for proposals that center and empower communities and workers, create quality jobs, and address long-standing inequalities and climate vulnerabilities. The Catalyst Fund is a competitive grant that will be available through September 30, 2026, or until program funds have been exhausted. For more information, go to: <https://www.kccd.edu/kern-coalition/vendor-application-requests.html>

Kern Coalition: The Kern Coalition consists of five (5) local organizations including Kern Community College District, Building Healthy Communities (BHC) Kern, A Better Bakersfield, and Boundless Kern (B3K) Prosperity, Community Action Partnership of Kern (CAPK), and Kern Inyo Mono Central Labor Council (KIM CLC). The Coalition serves as co-conveners of the Kern Jobs First Collaborative (KJFC) through Kern CCD, which serves as both a fiduciary agent and as a Kern Coalition Co-Convener member partner.

Kern Coalition Governance Council: The Kern Coalition California Jobs First Governance Council (Governance Council) is composed of seventeen (17) elected voting member representatives along with the Kern Coalition serving as the eighteenth (18th), non-voting member, elected by Kern County residents to vote on economic and workforce development proposals for the California Jobs First initiative. The Governance Council's structure ensures a balanced Kern County regional representation, with five (5) representatives for the Central subregion and three (3) representatives each for the North, South, East, and West subregions. For more information go to: <https://www.kccd.edu/kern-coalition/governance-council.html>.

PROJECT DESCRIPTION

Catalyst Fund Description

The Kern Coalition and Governance Council are now embarking on Phase II Catalyst period of the California Jobs First program which includes \$9 million to invest in eligible projects within the tradable, locally serving, and opportunistic industries identified in the planning phase of the grant. The priority tradable industries for the Kern region are clean energy, advanced manufacturing, and agriculture; the locally serving industries from the plan are entrepreneurship, healthcare, and education/workforce development. Additionally, the following opportunistic industries identified in the Regional Plan Part 2 will also be considered for funding: aerospace and defense, transportation and warehousing, carbon management, and tourism/hospitality.

Eligible projects must:

- meet the economic objectives for the tradeable and locally-serving industry sectors outlined in the Kern California Jobs First Regional [Plan Part 2](#).
- meet the Regional Plan Part 2 goals of advancing equity of prioritizing disinvested communities and of supporting the state of California's climate resilience goals.
- align with existing Regional Investment Initiative priorities of equity, sustainability, job quality and access, economic competitiveness, and economic resilience and must also adhere to federal, program specific [Justice40](#) guidelines.

Projects eligible for the Catalyst Fund must also meet the state's criteria labeled as "Exploratory" or "Last Mile," or "Ready to Go" as defined below:

Exploratory projects are in the early stages of development. They may be an idea or a back-of-the-envelope plan and may need dedicated funding to study and develop into potential projects and conduct feasibility assessments. There are no additional requirements of exploratory projects other than the basic requirements for all projects.

Last mile: Projects that have completed the majority of the planning process and have evidence of feasibility and long-term sustainability. These projects need funding to reach the "ready-to-go" phase. Appropriate use of funds may include business plan development, financial plan with start-up and long-term funding model identified, environmental impact report,

engineering plans, community engagement activities, or other plans necessary to ensure the success of the project.

Ready-to-go projects have completed all necessary and possible steps to be ready for implementation upon receiving funding. To be considered ready-to-go, projects should have:

- Completed necessary plans or studies such as but not limited to assessment, business plan, feasibility study, environmental assessment, site plan, preliminary engineering report, management plan, community outreach and engagement plan, or other plan or study necessary for the success of the project. The required plans or studies will depend in part on whether the project is a capital (construction) project or not.
- Additional funding sources secured or soon-to-be secured, if applicable
- Construction projects must include the following:
 1. Proof of site control
 2. Preliminary permitting and approvals: list of required permits, approvals, etc. to build the project and timeline of when they have been acquired or expect to be acquired
 3. Additional criteria as defined by the state's California Jobs First Interagency Team (anticipated release in Spring 2025)

Catalyst Fund (Predevelopment) eligible activities include, but are not limited to:

1. Provide financial support for feasibility studies
2. Allocate funds to promote diverse community engagement to address systemic barriers and foster economic opportunities for underrepresented groups.
3. Allocate funds for research and technology innovation to enhance regional economic competitiveness.
4. Support high-quality job creation, workforce training, and equal access to employment opportunities.
5. Invest in environmentally friendly infrastructure and technology projects to align with sustainable development goals.

After receiving Catalyst funds, ready-to-go projects may be eligible for additional funding from local, state, or federal governments, philanthropy, or private investors, or that align and complement state or federally funded projects. The Catalyst Program funds may also be identified in federal grant applications as matching funds.

Evaluation Process:

The Governance Council will evaluate and vote on which projects will be provided with funding for predevelopment activities based on equity, sustainability, job quality and access, economic competitiveness, and economic resilience outcome documentation, estimates, and analyses submitted as part of the application. A scoring matrix for evaluating projects is included below.

In partnership with the state, the Kern Coalition may provide additional guidance on project requirements, project selection criteria, and project readiness criteria.

All proposals will be scored using the following Scoring Matrix:

The scoring matrix relies on the following ten pillars as an overarching framework:

1. Improves Outcomes: Projects must increase access to quality family-sustaining jobs that meet labor standards and advance equity.
2. Benefits Specific Marginalized Populations: Projects should specifically address the needs of marginalized and underserved populations. For example: Youth, undocumented residents, farmworkers, unincorporated and rural communities, system-impacted individuals, tribal and Indigenous communities, etc.
3. Geographic Representation: Projects must be geographically representative, benefiting residents within Kern County, with a focus on underserved regions that lack access to resources and support.
4. Additionality: Projects should demonstrate that Catalyst funding is essential for activities, either due to a complete lack of available funding sources or to complement existing but insufficient funding.
5. Target Organizations: Projects should prioritize partnerships with small local businesses, nonprofits, community-based efforts
6. Transformative Impact: Projects should have the potential to contribute to systemic change, steering the region's economy toward equity, inclusion, environmental safety, and sustainability.
7. Centers Community: Projects should take into account current conditions and involve the community in the design and implementation of the project, recognizing that those most negatively impacted by current conditions hold crucial knowledge about the viability of solutions.
8. Environmental Sustainability: Projects must not negatively impact on the environment and should align with long-term environmental sustainability goals.
9. Climate Impact: Projects should address climate change by including an explanation of how the project would reduce Greenhouse Gas Emissions (GHGs) and/or remove legacy GHG emissions.
10. Capacity and Credibility: Projects must demonstrate both the capacity and credibility to successfully execute the proposed work.

Criteria	Response Components	Points
Improves Outcomes	<ul style="list-style-type: none"> ● Does the project create or increase access to quality family-sustaining jobs for underserved populations? This includes strategy(ies) for ensuring equitable access to family-sustaining jobs for disinvested communities. ● Does it advance equity? Does the project align with the Racial Equity Executive Order or Justice40 guidelines? ● Does the project advance family-sustaining wages, jobs with benefits, and focus on hiring local staff to promote workforce development with a systems change approach? ● Does the project concept outline clear objectives, outputs, and outcomes in relation to a problem or opportunity statement? 	0-15
Benefits Specific Marginalized Populations	<ul style="list-style-type: none"> ● Does the project benefit specific marginalized populations (e.g., youth, undocumented residents, farmworkers, unincorporated and rural communities, system-impacted individuals, tribal and Indigenous communities, etc.)? <ul style="list-style-type: none"> ○ Is there a detailed description of mechanisms that ensure these populations gain measurable benefits? ○ Are at least 40% of project benefits direct, meaningful, and assured benefits to disinvested communities and mitigate displacement impacts? ○ Do the project mechanisms to capitalize capital (e.g., revolving loan fund) outline how funds will benefit disinvested communities? ● Does it remove barriers to job access (e.g., transportation, childcare, housing) for marginalized or low-wage workers? 	0-15
Geographic Representation	<ul style="list-style-type: none"> ● Is the project currently, or can it be located in the region? ● Is the project geographically representative, benefiting residents within Kern County, with a focus on rural communities and underserved regions that lack access to resources and support? ● Is there clear targeting of underrepresented or resource-poor areas? 	0-10

<p>Additionality</p>	<ul style="list-style-type: none"> ● Is the Catalyst funding essential for pre-development activities due to a lack of other funding sources or to supplement existing but insufficient funding? ● Has the project proponent sought funding from other sources? If so, where did they seek funding? ● Does the proposal address alternative projects and explain why this project is being advanced? ● Is the project authorized to use funds under Catalyst SFP? Is the project funding request at or below the regionally established threshold? ● Does the proposal identify potential external funding sources and novel funding mechanisms to be leveraged by the project? 	<p>0-10</p>
<p>Target Organizations</p>	<ul style="list-style-type: none"> ● Does the project prioritize small local businesses**, nonprofits, community-based efforts, or tradable and locally serving industries? 	<p>0-10</p>
<p>Transformative Impact</p>	<ul style="list-style-type: none"> ● Is the project transformative, contributing to system change and pivoting the region's economy toward equity, inclusion, environmental safety, and sustainability? ● Does the project make a clear connection to the California Jobs First program goals? ● Can the project be categorized as exploratory, last mile, or can be expected to mobilize additional capital? ● Does the project contribute to the region's ability to avoid, withstand, and recover from economic shocks? ● Does the project lead to alternative models of ownership for land, businesses, or other assets (e.g., cooperatives, community investment funds, etc.)? Does the project leverage an underutilized community resource or asset? ● Does the project address long-standing harm in a systemic way? 	<p>0-15</p>
<p>Centers Community</p>	<ul style="list-style-type: none"> ● Is the project community-driven in its design and implementation, involving those most negatively impacted by current conditions? ● Does the project originate from the community, reflecting local priorities and needs as identified by community members themselves, and is it located in a disinvested community as defined by page 6 of the <u>California Jobs First Planning Phase SFP</u> or through the federal <u>CJEST tool</u>? ● Do these communities play a leadership role in decision-making, and are they named as beneficiaries? This includes methods for soliciting and incorporating community feedback. ● Do projects include partnerships or co-applicants from priority communities? ● Does the project have political and community support and create assets or programs with ownership stake by the community? 	<p>0-15</p>

Environmental Sustainability	<ul style="list-style-type: none"> • Does the project avoid negative environmental impacts? • Does the project align with long-term environmental sustainability goals? • Does the project align with the Sustainable Groundwater Management Act or the CA Air Resources Scoping Plan? • Does the project provide carbon-neutral environmental benefits and increase resilience to climate change impacts? • Does the project address long-standing harm in a systemic way? 	0-10
Climate Impact	<ul style="list-style-type: none"> • Does the project align with State climate goals and policies such as greenhouse gas (GHG) emissions mitigation, reducing climate vulnerability, or adaptation or mitigation efforts as well as regional climate goals? • Does the project account for greenhouse gas emissions? • Does the project account for reducing greenhouse gas emissions and/or removing greenhouse gas emissions from the atmosphere? 	0-10
Capacity and Credibility	<ul style="list-style-type: none"> • Does the project demonstrate both the capacity and credibility to successfully execute the proposed work? Does the project include clear indicators or metrics for tracking the success of the project? • Does the applicant meet any regionally established administrative criteria, such as organizational capacity, project partners, key personnel resumes, and/or examples of past successful projects? • Does the project budget include detailed expenses for proposed project activities, reasonable tasks and timeline, and feasible financial projections? • Does the project proponent have the ability to work with a reimbursement structure? 	0-5

** [California State Government Code Section 14837](#) – “Small business” means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three years, or is a manufacturer, as defined in subdivision (c), with 100 or fewer employees.

Scoring Indicators

Pillar	Points	Indicators	
Improve Outcomes*	0-15	0-5	Minimal or no impact on job creation and equity.
		6-10	Moderate job creation and equity impact.
		11-15	Strong job creation and advancing equity.
Benefits Specific Marginalized Populations*	0-15	0-5	Minimal or unclear focus on underserved populations.
		6-10	Some benefit to specific underserved populations.
		11-15	Strong, well-documented benefits to marginalized populations.
Geographic Representation	0-10	0-3	Benefits limited to specific regions.
		4-7	Some coverages within the county with moderate rural inclusion.
		8-10	Strong geographic representation, benefiting residents within Kern County, with a focus on rural communities and underserved areas.
Additionality	0-10	0-3	Project has access to other funding sources.
		4-7	Some reliance on Catalyst funding but with other potential sources.
		8-10	Entirely dependent on Catalyst funding with no other available sources.
Target Organizations	0-10	0-3	Project does not prioritize small local businesses, nonprofits, community-based efforts
		4-7	Project does not prioritize small local businesses, nonprofits, community-based efforts
		8-10	Project does not prioritize small local businesses, nonprofits, community-based efforts
Transformative Impact*	0-15	0-5	Minimal or unclear potential for systemic change.
		6-10	Moderate potential for systemic change.

		11-15	Strong potential for systemic transformation in the region.
Centers Community*	0-15	0-5	Minimal or no community involvement, with little evidence that the project originates from community needs or priorities.
		6-10	Some community involvement in the project, with partial alignment to community-identified needs.
		11-15	Strong, meaningful community involvement, with the project clearly originating from and addressing priorities identified by the community.
Environmental Sustainability	0-10	0-3	No environmental sustainability plan or potential negative impacts.
		4-7	Some environmental sustainability measures included.
		8-10	Comprehensive sustainability plan with clear environmental benefits and no negative impact.
Climate Impact	0-10	0-3	GHG accounting is not accurate, not complete, and/or is misleading; the project is a net emitter of GHG emissions and will not remove legacy emissions.
		4-7	GHG accounting is accurate; the project includes plans to reduce GHG emissions and/or address legacy GHG emissions, but it would not reduce GHG emissions or remove legacy GHG emissions.
		8-10	GHG accounting is accurate; the project substantially reduces GHG emissions and/or substantially removes legacy GHG emissions.
Capacity and Credibility	0-5	0-1	Project shows unclear or weak capacity to execute, with minimal or no supporting data.
		2-3	Moderate capacity with some gaps in budget, timeline, or staffing, and partial documentation with some credible data.
		4-5	Clear, feasible budget, timeline, and adequate staffing, with well-documented and credible data supporting all key assertions in the proposal.

Project Assessment

Points	Result	Assessment	Recommendation
87-115	Highly Aligned	This project is strongly aligned with Catalyst Fund goals and objectives. It exhibits exceptional potential to drive equity, sustainability, and systemic change in Kern County. The project has a well-developed feasibility plan, significant community engagement, and a compelling case for Catalyst funding as the primary financial source.	Prioritize funding. This project is a high-impact, transformative initiative that will significantly contribute to the region’s long-term goals. Proceed with confidence.
58-86	Well Aligned	This project is well aligned with the Catalyst Fund’s objectives but presents some areas for improvement. While the project shows solid potential to advance equity, create jobs, and promote sustainability, there may be minor gaps in feasibility, geographic coverage, or supporting documentation.	Fund with conditions. Recommend addressing specific areas. Encourage the project team to refine their approach where necessary.
29-57	Moderately Aligned	This project has moderate alignment with Catalyst goals and will require significant revisions to meet funding requirements. While the project demonstrates some potential, there are substantial gaps in key areas such as equity, feasibility, sustainability, or community involvement.	Revisions required. Before reconsidering funding, the project team should address critical gaps. Provide guidance on improving alignment.

0-28	Low Alignment	This project has low alignment with Catalyst Fund priorities. It does not sufficiently meet the standards for equity, sustainability, job creation, or community engagement. Significant concerns exist regarding the feasibility of the project, as well as its overall potential to contribute to systemic change.	Not recommended for funding. The project does not align well with the objectives and requires substantial redevelopment before any future consideration. Explore alternative funding options or suggest project re-evaluation.
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The following criteria are also required. All questions and will be sent to purchasing@kccd.edu and answers will be provided via an Addendum which will be sent to all potential bidders

1. Equity

- a. Catalyst applicants must document that their project has / does consider the needs and the interests of diverse communities across the region,
- b. Projects should align with Executive Order N-16-22 (Embedding Racial Equity)
- c. Projects should include an equity impact assessment and displacement analysis, as well as an avoidance strategy, if necessary
- d. Projects should include a community engagement strategy with a mechanism for feedback from residents.

2. Climate

- a. Catalyst projects should align with major state climate goals and policies, such as:
 - i. CARB Scoping Plan
 - ii. EO N-82-20 (Land and Water Protection)
 - iii. EO N-19-19 (Climate Agenda)
 - iv. Sustainable Groundwater Management Act (SGMA)
 - v. Greenhouse gas emission mitigation
 - vi. Reducing Climate Vulnerability

3. Job Quality and Access

- a. Catalyst projects should promote the creation of family-sustaining jobs with healthcare and retirement benefits, upward mobility, access to training, consistent scheduling, safe working conditions, and opportunities for collective worker input.
- b. Projects should ensure equitable access to quality jobs for communities throughout the region.
- c. Projects should receive approval from the Kern Coalition and the Kern Region Governance Council and align with criteria for the identified stage of readiness listed above.

Target outcomes for Catalyst projects include but are not limited to the following:

1. Economic Competitiveness: Addresses inequities and strengthens the region overall to improve economic competitiveness and deliver prosperity across the Kern region
 - a. Expanding access to capital
 - b. Expanding capacity for innovation and entrepreneurship
 - c. Retaining or expanding existing businesses or promoting new business development
 - d. Building the region’s skilled workforce
2. Economic Resilience: Improves the region’s ability to avoid, withstand, and recover from economic shocks including foreseeing, adapting to, and leveraging changing conditions to a region’s economic advantage. Activities to help achieve economic resilience include, but are not limited to:
 - a. Building capacity of organizations serving disinvested communities to compete for and administer federal and state grants
 - b. Building wealth in disinvested communities
 - c. Diversifying the regional economy

Catalyst Project Metrics

1. Equity Analyses
 - a. Catalyst applicants must document that their project has / does consider the needs and the interests of diverse communities across the region, with an explicit intention to include populations historically excluded from planning and economic development processes, especially disinvested communities.
2. Sustainability Analyses
 - a. Catalyst applicants must document that their project is focused on self-sustaining, carbon-neutral, climate resilient economic development that addresses the region’s need for significant and sustained tax base and permanent, quality jobs and secondary consideration for temporary quality construction and trades jobs
3. Job Creation, Job Quality, and Access Analyses
 - a. Catalyst applicants must document that their project creates and prioritizes the creation of high-quality jobs that provide a family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, and collective worker input. These jobs are stable, with predictable schedules, and safe working conditions. Catalyst applicants must document how disinvested community members will access upskilling, training, or education to be qualified for the high-quality jobs created by the Catalyst projects
4. Economic Competitiveness and Resilience Analyses:
 - a. Catalyst applicants must document that their project focuses on strategies that avoid, withstand, and recover from economic shocks so that the California Jobs First Region can compete effectively in the global economy and deliver prosperity to communities in the region

Timeline:

Dates	Activities
March 7, 2025	First week Advertisements of RFP
March 14, 2025	Second week Advertisements of RFP
March 20th, 2025 @ 12PM	The due Date for Vendor Questions – Please email to purchasing@kccd.edu
March 25, 2025	Response to Q & A.
April 9, 2025 @ 2PM	DUE DATE FOR PROPOSALS FROM VENDORS
July 2025	Notice of Award
August 2025	Board Award Date

Application Requirements:

To be eligible for Catalyst funding, the following information must be included in the [project application](#):

1. Cover Letter: Description of your organization's work and mission, including name and contact information.
2. Provide an overview of your project with clear objectives, scope, and deliverables
3. Provide a clear explanation of what project success looks like and how objectives will be measured.
4. A detailed work plan and clear timeline.
5. Information on the roles and responsibilities of the project team. Identify the lead agency and any sub-awardees who will carry out portions of the project.

6. Provide evidence of your knowledge and experience working with low-income and disinvested communities, in particular the community your project aims to benefit.
7. Applicants must complete a full project budget capturing total project budget and how much is needed from Catalyst.
8. Justification for whether your project is “Exploratory,” “Last Mile,” or “Ready to go.”
9. At least one letter of recommendation from an organization or partner who has worked closely with your organization. Additional letters encouraged but not required.
10. Complete the Conflicts of Interest Form, Vendor Statement of Intent, Vendor Non-Collusion Affidavit, Certification of Nondiscrimination, Bidder Inquiry Form, “No Bid” Response Form and Application (found in Appendix section).

Additional Fiscal Requirements:

1. Individual project funding requests should range from \$200,000 to \$1.5M. (Smaller or larger funding is available upon review by the Kern Coalition and the Governance Council).
2. A maximum of 10% of the budget may be allocated to administrative costs.
3. Catalyst RFP funds will be made available in September 2025 and must be fully expensed by September 30th, 2026.
4. The Catalyst Program is a reimbursable grant. Grantees are required to submit invoices and supporting documentation to receive reimbursement for expenditures incurred.
5. Grantees must maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions. At a minimum, each ledger entry must include:
 - a. subcontractor/subrecipient Agreement number
 - b. Invoice date
 - c. Payment date
 - d. Description of the payment
6. The grantee must prepare and submit quarterly expenditure reports, or as requested, in formats prescribed by the EDD. Grantees must establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to Generally Accepted Accounting Procedures, other state regulatory requirements, and the direction of the EDD.
7. All invoices shall be sent monthly, 30 days after the end of the month, with the corresponding supporting documentation and Progress Status Report with activities performed during the invoice month. A template will be provided.
 - a. The Fiscal Agent must submit a quarterly summary of projected budget expenditures plan.
8. Budget Details: Provide a list showing all project costs incurred during the quarter covered by the report by the grantee and each contractor working on the project and which of these costs are Eligible Project Costs.

Performance Reporting Requirements

1. Grantees must have the capability to report projected activities, participation, outcome data, and monthly project progress reports to the state.

- a. When applicable, the grantee will be required to use the State’s CalJOBS system for reporting participant data collected. Training will be provided.
2. Grantees must join monthly calls with the EDD, OPR and GO-Biz teams to discuss:
 - a. Project updates: status and goals
 - b. Sustainable goals for the organization
 - c. Evaluating and assessing the programs’ strengths and weaknesses
3. Project Readiness Checklist: Grantees must provide detailed information and documentation about each project, which should demonstrate that the project is ready to be implemented. The checklist is due to the EDD within one month of contract execution.
4. Grantees must submit monthly Progress Status Reports (PSR) along with all invoices.
 - a. Reports are due 30 days after the end of the month.
 - b. The PSR summarizes the project key activities, what the next steps are, any relevant lessons learned, any challenges, and/or course corrections. A template will be provided.
 - c. PSR should be one to five pages.
5. Subcontract and Subaward List: the grantee is required to submit a detailed list of all subcontracts and subawards on an Excel spreadsheet to the EDD via email at CERFADMIN@edd.ca.gov The subcontract and subaward list should include:
 - a. Name of organization
 - b. Purpose of the subcontract and/or subaward
 - c. Amount of the subcontract and/or subaward
 - d. Time period (beginning and end date)
 - e. If the contract will be offering services or serving participants.
 - f. Type of procurement process used to obtain subcontract and/or subaward.

All subcontracts and subawards must be added to the Excel form. The form must be updated any time a new subcontract and/or subaward is made. A template will be provided.

*Note – the EDD may request copies of any partner Agreement, subcontract and/or subaward. Changes to established Agreements must be reported to the EDD.

6. The grantee shall submit Quarterly Progress Reports on a consistent basis using the EDD template provided to meet the EDD’s requirement for disbursement of funds. Quarterly Progress Reports shall be submitted no later than 30 days after the end of the corresponding quarter. The Quarterly Progress Report should describe the work performed during the reporting period. The fourth quarter report shall contain a summary of the overall progress for the year.
 - a. Quarterly Progress Reports shall, in part, provide a brief description of the work performed, the grantee’s activities, milestones achieved, any accomplishments and any problems encountered in the performance of the work under this Agreement during the reporting period.
7. Project Status: Describe the work performed during the time period covered by the report, including but not limited to:
 - a. Project information, including an estimate of the percentage of compilation for the

- overall project
- b. Legal matters
- c. Additions or changes to project partners, subcontracts or subrecipients
- d. Major accomplishments during the quarter (i.e., tasks completed, milestones met, meetings held or attended, press releases, etc.)
- e. Identify key issues/concerns that need to be resolved, including those that have, will, or could affect the schedule or budget, with a recommendation on how to correct the matter.

Proposal Submission Information

- A. Closing Date: Proposals must be submitted by April 9, 2025, by 2 p.m.
- B. Inquiries: Inquiries concerning this RFP should be directed to purchasing@kccd.edu.

Proposal Submittal Process

1. All information must be entered legibly in ink or typewritten. The proposal submitted must not contain any erasures, interlineations, or other corrections.
2. Proposals shall be received by Kern Community College District, at the address stated in this RFP, on or before the date and time required. No oral, telegraphic, telephonic, or facsimile proposals will be considered.
3. Corrections and/or modifications received after the specified closing time will not be accepted.
4. An authorized officer or employee of the responder must sign all responses.
5. Submit responses electronically through the Public Purchase website at www.publicpurchase.com.
6. Addenda issued by the District interpreting or changing any of the items in this RFP, including all modifications thereof, shall be responded to and incorporated in each proposal. The Vendors shall sign and date any Addenda Cover Sheet, submitting it with the proposal, or otherwise expressly acknowledge, in writing, receipt of all addenda.
7. All proposals received by the District will be considered a "Public Record" as defined in *California Government Code section 6252* and shall be open to public inspection, except to the extent that the Vendors designate trade secrets or other proprietary material to be confidential. Any documentation which the Vendors believe to be a trade secret must be provided to the District in a separate envelope or binder and must be clearly marked as a trade secret. The District will endeavor to restrict the distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may, nevertheless, be subject to disclosure and the District shall in no way be liable or responsible for any such disclosure. Vendors are advised that the District does not wish to receive material designated as trade secrets and request that Vendors not supply trade secret materials unless absolutely necessary. No part of the Vendor's proposal or supporting materials will be returned and such material will become the property of the District unless portions of the materials submitted are designated as proprietary at the time of submittal and are specifically requested to be returned.

8. Interested Candidates shall register at www.publicpurchase.com to upload their response electronically.
9. The submission of an electronic proposal to the District is the sole responsibility of the Vendors. Proposals will not be accepted subsequent to the date and time specified. Proposals received by the District after the specified deadline will not be considered.
10. The District may waive any immaterial deviation or defect in a proposal. The District's waiver shall in no way modify the RFP documents or excuse the Vendors from full compliance with the Scope of Work if awarded the contract.
11. The contract to be negotiated must include the following requirements, as requested by the District.

Withdrawal or Modification of Proposal

Proposals may be withdrawn or modified in writing and submitted via www.publicpurchase.com from the Vendors prior to the deadline for receipt of proposals. No oral withdrawals or modifications will be accepted.

Basis for Award

Grantee proposals will be evaluated on factors that will measure all the following criteria: The overall objective of this RFP is to provide the following:

1. Contract awards will be made to the grantee(s) whose offer provides the greatest value, in terms of suitability to purpose, quality of goods and service, training, warranty, experience, price, and ability to deliver. In the best interest of the District, Kern CCD reserves the right to contract with more than one grantee.

The basis of the award will be based on evaluation of:

1. Compliance and comprehensiveness with the requirements of this RFP.
2. Ability of the grantee to offer the minimum requirements requested of this RFP. Bidders will be evaluated on the above criteria in order to select the successful vendors that best meets the needs of the district.

After the initial evaluation, and if deemed necessary by the Kern Coalition RFP evaluation committee, grantees whose proposals are initially accepted will be offered an opportunity to give an oral presentation, provide an online demonstration of the California Jobs First Catalyst Fund to answer questions from the evaluation committee.

OTHER DETAILS

The Agreement entered into by and between the Employment Development Department, hereinafter referred to as the EDD, and the Kern Community College District, hereinafter referred to as the Fiscal Agent, for the purposes of implementing the CA Jobs First Catalyst Program. The Fiscal Agent [and all subrecipients] must adhere to all fiscal and performance reporting requirements.

Term

The resulting contract is intended to be completed by September 30, 2026, upon delivery and acceptance of the California Jobs First Catalyst Fund, subject to the Kern CCD Board of Trustees Approval

Termination of Contract

Kern CCD may elect to terminate the contract, in whole or in part, for its convenience, and such termination shall be effective thirty (30) calendar days after mailing of such Notice of Termination for Convenience to the Vendors. Thereafter, the Grantee shall have no further claim against Kern CCD under the contract.

The successful Grantee may choose to terminate the contract, and the Grantee must give Kern CCD 60 days prior written notice by sending an explanation for the termination of their contract to the Kern Community College District, Attention Melissa Thornsberry, Interim Chief Financial Officer, 2100 Chester Avenue, Bakersfield, CA 93301.

The successful Grantees shall be in compliance with all Federal, State and Local laws governing this invitation to bid.

Issuing Office

The Kern Community College District is issuing this Request for Proposal (RFP) through the Business Services, Purchasing & Contracts Department. The Kern CCD Business Services, Purchasing & Contracts Department is the sole point of contact regarding all contractual matters relating to the requirements described in this RFP, and is the only department authorized to change, modify, or clarify, the specifications, terms, and conditions of this RFP. All communications, including any requests for clarification, concerning this RFP shall be submitted via www.publicpurchase.com prior to the deadline with a subject line: Amendments to RFP California Jobs First Catalyst Fund.

Questions Regarding this RFP

Vendors requiring clarification of the intent or content of this RFP, or on procedural matters regarding the Request for Proposal process, may request clarification by submitting questions via www.publicpurchase.com. Answers to the questions will be provided to all Vendors without identifying the submitter. Questions regarding this RFP must be submitted electronically and using the attached Bidder Inquiry Form on page 36 no later than March 20th, at 12:00 p.m.

Reimbursement of Costs

Each Vendor submitting a proposal is responsible for all costs associated with preparing and submitting a complete proposal, including costs that may be incurred in providing Kern CCD with additional information and making an oral presentation. Kern CCD has no obligation to reimburse Vendors for any proposal costs or incur any costs on Vendor's behalf.

Protest Against Award

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.

Suspension and Debarment

The Vendor certifies, for itself and all its designated partners, that neither the Vendor, nor any designated partners are under suspension or debarment by the LEA (Local Educational Agencies) or any other governmental entity, instrumentality, or authority and, if the Vendor cannot so certify, then it agrees to submit a written explanation as an attachment to this RFP form of why such certification cannot be made. A Vendor must verify its suspension or debarment status.

Responsibility and Notice of Any Change

It is the Vendor's obligation to see that the services provided are ongoing from and after the effective date of the Vendor Contract and any Purchase Order issued, through the termination date thereof. Accordingly, the Vendor shall notify Kern CCD and the campus or LEA, by written notification if at any time during the term of the Vendor Contract or any Purchase Order, changes its place of business, becomes delinquent in the payment of taxes, or if it or any of its designated partners are suspended or debarred by any agency, LEA, federal government, or

any other state or governmental entity. Such notification shall be made within fifteen (15) days of the date of suspension, debarment, delinquency, or change.

Defaults

Default by Vendor: The District will hold the Vendor responsible for any damage which may be sustained because of failure or neglect to comply with any term or condition listed herein. It is specifically provided and agreed that time will be of essence in meeting the contract delivery requirements.

If the successful Vendor fails or neglects to furnish or deliver any of the materials, supplies or services listed herein, at the prices named and at the time and place herein stated, or otherwise fails or neglects to comply with the terms of the Vendor Contract, the District may, upon written notice to the Vendor, cancel the contract/purchase order in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is terminated in whole or in part, purchase the materials, supplies or services elsewhere without further notice to the Vendor. The prices paid by the District at the time such purchases are made will be considered the prevailing market prices. Any extra cost incurred by such default may be collected by the District from the Vendor or deducted from any funds due to the Vendor.

Insurance Requirements

The successful bidder selected shall furnish to the District, prior to the commencement of services, an underwriter's certificate of insurance reflecting not less than the following limits:

- a. \$2 million per occurrence for Workers' Compensation, if required.
- b. \$1 million per occurrence for Comprehensive General Liability.
- c. \$1 million per occurrence for Automobile Liability.
- d. \$1 million per occurrence for Errors and Omissions insurance.

All insurance shall be issued by a company or companies listed in the current "Best's Key Rating Guide" publication with a minimum of an A-, VI rating. The district, its trustees, officers, agents, and employees shall be named as additional insured on the General Liability policy. Any deviations from the requisite policy amounts and ratings must be approved by the district.

Hold Harmless Clause

The successful bidder shall hold harmless and indemnify Kern CCD from every claim or demand which may be made by reason of:

- a. Any injury to a person or property sustained by the bidder or by any person, firm, or corporation, employed directly or indirectly by him upon or in connection with his performance under this bid, however caused.

- b. Any liability that may arise from the furnishing or use of any copyrighted or copyrighted composition, secret process or patented or unpatented invention, under this bid.
- c. The successful vendor at his own expense and risk shall defend any legal proceedings that may be brought against Kern CCD on any such claim or demand and satisfy any judgment that may be rendered against any of them.

Force Majeure

Neither party will incur any liability to the other if its performance of any obligation pursuant to the Vendor Agreement or Purchase Order is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics, and quarantines, throughout the trade, and freight embargoes. The Vendor shall notify Kern CCD orally within five (5) business days and in writing within ten (10) business days of the date on which the Vendor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the Vendors Agreement (Purchase Order) is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay if the nature of the force majeure event does not prevent Vendors from reasonably making such estimation. The Vendors shall have the burden of proving that such cause(s) delayed or prevented its performance despite its diligent efforts to perform and shall produce within ten (10) business days of college campus written request such supporting documentation as Kern CCD may reasonably request. After receiving such notification, College Campus may either cancel the Purchase Order or extend the time for performance as reasonably necessary to compensate for the Vendor's delay.

In the event of a declared emergency by competent governmental authorities, the LEA by notice to the Vendors, may suspend all or a portion of the Purchase Order.

Conflict of Interest

The Vendors shall exercise reasonable care and diligence to prevent any actions or conditions that could result in conflict with the best interest of the district. Vendor's efforts shall include, but not be limited to, establishing precautions to prevent its employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interest of the district.

Compliance With Civil Rights Law and Americans with Disabilities Act

The Vendor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under this RFP or under any project, program, or activity supported by this RFP.

The Vendor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900, and Labor Code Section 1735. In addition, the Vendors agree to require compliance like any subcontract employed for the services provided by him.

The Vendor hereby assures that it will comply with the Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101 et seq., to ensure that disabled individuals shall be reasonably accommodated in accordance with the Act the Vendors shall not exclude from participation in, or deny the benefit of, or otherwise subject a disabled individual to discrimination under this contract, or under any project, program, or activity supported by this RFP. Vendors cannot be covered by a prohibition or restriction or excluding from doing business with the government. Vendors must complete the Certification of Non-Discrimination on page 35 of this RFP.

Work Hours and Safety Standards Act

In the performance of any purchase order under the contract, the Vendors shall adhere to and comply with all the provisions of Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) and as supplemented in the Department of Labor regulations (29 CFR Part 5).

Public Agency Clause

Public agencies are authorized by law to purchase off a contract awarded by an agency including all K-12 schools districts, community college districts, special districts and JPAs serving education, pursuant to Public Contract Code Sections 20118 and 20652. Using these statutes, the Kern CCD hereby declares its intent and authorization to allow any contracts awarded under this proposal to be “piggybackable” by other agencies in the state, if the awarded vendors agree.

Kern CCD waives any right to receive payment from other California agencies making purchases off the awarded contract. Kern CCD shall incur no financial responsibility or liability in connection with the participation by another public agency. All awarded private and not-for-profit organizations must not be suspended or debarred from receiving federal, state, or local funding. Each public agency must accept sole responsibility for its own order placement and payments

directly to the awarded Vendors and should consult with legal counsel about the propriety of using the contract resulting from this RFP as a “piggyback.”

It is the responsibility of the Vendors to ensure that Kern CCD receives the proposals by the date and time specified above. Only an on-time proposal will be considered. Confirmation of receipt is the sole responsibility of the Vendors. Each Vendor must submit its proposal using the enclosed format in Proposal Requirements below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not preclude the Vendors from offering value-added alternatives and additional relevant information in addition to the information requested in the RFP. The other options, however, must be fully explained in written form and separately stated as alternatives in both the proposal content and fee proposal.

Right to Reject

Kern CCD reserves the right to reject any proposals received in response to this RFP. The Contract for the accepted proposal will be based on the factors described in this RFP. Kern CCD reserves the right to waive any informalities or irregularities in any proposal.

Confidentiality

The Vendors agree to keep the information related to negotiations in strict confidence. Other than the reports submitted to Kern CCD, the Vendors agree not to publish, reproduce, or otherwise divulge such information in whole or in part, any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information. At the same time, in the Vendor’s possession, those employees on the Vendor’s staff must have the information on a "need-to-know" basis. The Vendors agree to notify, in writing immediately, Kern CCD authorized representative in the event the Vendors determines or has reason to suspect a breach of this requirement.

Notification of Award

Kern CCD anticipates but does not guarantee that the Contract will be awarded after the Notice of Award. Kern CCD will not award contracts to or consent to subcontractors with bidders, contractors, or affiliates that appear on any disqualified, suspended, or debarment list issued by any agency of the federal, state, or local government. In the best interest of the District, Kern CCD reserves the right to contract with more than one vendor.

The award will be made to the most responsible Vendor(s) whose service, experience, and approach to the project are most compatible with Kern CCD needs. Kern CCD will be the sole judge in making this determination.

Small, Women, and/or Minority-Owned Business

Efforts will be made by Kern CCD to utilize small businesses, women, and minority-owned businesses, considering that the primary responsibility is the most favorable return to Kern CCD.

A Vendor qualifies as a small business firm if it meets the “small business” definition established by the [California State Government Code Section 14837](#).

Vendor Requirements

All responsive proposals shall be reviewed and evaluated by committee to determine which proposal best meets the Kern Coalition’s needs for this project by demonstrating the competence and professional qualifications necessary.

Performance of The Required Services

Accounting for the contracting process, it is anticipated that services will begin September 2025 and continue through September 30, 2026.

Selection Process and Criteria

This is a NEGOTIATED procurement; an award will not necessarily be made to the Vendor(s) submitting the lowest-priced proposal. Instead, an award will be made to the Vendor(s) submitting the best responsive proposal satisfying Kern CCD requirements, as determined by Kern CCD, including consideration of price and other indicated factors.

Advance Payment options are not available. A reimbursement model will be used for awarded contractors.

Non-responsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely by the terms of this RFP.
- The proposal does not follow the specified format.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in the “Evaluation Process” section of this RFP. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal since the section states: “The Non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily

or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.” The selection process is designed to ensure that the Vendor’s services are engaged based on demonstrated competence and qualifications for the type of service to be performed and at fair and reasonable prices for Kern CCD.

- A. The committee will review all proposals received by the specified deadline for content, fees, related experience, and professional qualifications of the grantee.
- B. The evaluation and selection of the successful grantee shall be based upon the factors listed above with corresponding point evaluation. The total points available are 115.

Kern CCD may, at its discretion, request presentations by or meetings with any or all grantees to clarify the Vendors’ proposals. However, Kern CCD reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor(s) can propose.

Kern CCD contemplates awarding the Contract to the responsible Vendor(s) with the highest total points awarded by the Kern Coalition co-conveners. In the best interest of the District, Kern CCD reserves the right to contract with more than one vendor.

Upon final selection, the Contract will be processed by Kern CCD for the award of the Contract.

Conditions to Award

- A. Kern CCD reserves the right to delay the selection process, withdraw and reissue the RFP, alter RFP language, or cancel this procurement.
- B. This solicitation does not commit Kern CCD to pay any costs in preparing or presenting a submittal.

Prohibited Activity

Vendors or their agents shall only make personal contact with members of the Kern CCD KHRTC Board of Directors or Kern Coalition personnel after selecting and awarding a Contract for this work.

Appendix

KERN JOBS FIRST COLLABORATIVE - CONFLICT OF INTEREST FORM

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a Kern Jobs First Collaborative Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subcontractors/subrecipients. Failure to comply with this requirement may cause your proposal to be declared non-responsive.

Any questions regarding the information required to be disclosed in this form should be directed to the Kern Coalition, especially if you answer “yes” to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal.

Name of Firm:

Name of Preparer:

Project Title:

RFP Name:

Date Submitted:

SECTION II: QUESTIONS

1. Have you or any members of your firm been an employee of any one of the five (5) convener organizations or Governance Council members within the last twelve (12) months?

YES NO

If “yes,” please list name, position, and dates of service:

2. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to any one of the five (5) convener organizations or Governance Council members?

YES NO

If “yes,” please list name and the nature of the relationship:

3. Please declare any other conflicts of interest or potential conflicts of interest:

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer. **DECLARATION**
I, (printed full name) _____, hereby declare that I
am the (position or title) _____ of (firm name)
_____, and that I am duly authorized to execute this
Validation Statement on behalf of this entity. I hereby state that this Kern Jobs First
Collaborative Conflict of Interest Form dated ____ is correct and current as
submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation
Statement will result in rejection of my contract proposal.

Signature of Person Certifying for Proposer:

Date:

NOTICE

A materially false statement, omission, or fraudulent inducement made in connection with this Kern Jobs First Collaborative Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

Vendor Statement of Intent

TO BE EXECUTED BY VENDOR AND SUBMITTED WITH ITS PROPOSAL

TO THE BOARD OF TRUSTEES OF THE KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, having become familiar with the specifications, contract conditions and requirements, and all other matters concerning the Request for Proposal and contract to be awarded, hereby offers to provide the required products and services, in accordance with its proposal and the proposed contract, subject to the terms and conditions set forth therein, all referenced material and attachments.

Vendor: _____
(Type or Print Complete Legal Name of Vendor)

Check One: Sole Ownership _____ Corporation _____
 Partnership _____ Other (Specify) - _____

By: _____
(Signature)

Title: _____

IRS or Social Security No. of Vendor: _____

Address: _____

Phone:

Date:

Vendor Non-Collusion Affidavit

TO BE EXECUTED BY VENDOR AND SUBMITTED WITH ITS PROPOSAL

(Name) _____, being first duly sworn, disposes and says that:

1. I am (Title, or Owner, or N/A) _____ of (Company, or N/A) _____, the Vendor making the foregoing proposal.
2. That the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation.
3. That the proposal is genuine and not collusive or sham.
4. That the Vendor has not directly or indirectly induced any other Vendor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Vendor or anyone else to put in a sham proposal, or that anyone shall refrain from proposing.
5. That the Vendor has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Vendor or any other Vendor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
6. That all statements contained in the proposal are true; and further, that the Vendor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusion or sham proposal.

IN WITNESS WHEREOF, the undersigned has executed this Non-collusion Affidavit this _____ day of _____, 2025.

Vendor _____
(Type or Print Complete Legal Name of Vendor)

By _____
(Authorized Signature)

Name _____
(Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____

Certification of Non-discrimination

TO BE EXECUTED BY CANDIDATE AND SUBMITTED WITH ITS PROPOSAL

Candidate hereby certifies that in performing work or providing services for the district, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual preference, except as provided for in Section 12940 of the California Government Code. Candidate shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with California Government Code section 129.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Nondiscrimination this _____ day of _____, 2025.

CANDIDATE _____
(Type or Print Complete Legal Name of Candidate)

By _____
(Authorized Signature)

Name _____
(Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____

Bidder Inquiry Form

RFP #DO250409 – CALIFORNIA JOBS FIRST CATALYST FUND

Bidders should use this form to submit questions regarding the RFP. The Kern Community College District will provide a complete list of questions received along with the district's responses to all bidders who participate. Questions will be listed without reference to the source.

Name of Company: _____

Company Representative: _____

Question(s):

Submit questions and responses electronically through the Public Purchase website at www.publicpurchase.com.

“No Bid” Response Form

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH TO SUBMIT A BID

If you do not wish to respond to this bid request but would like to remain on the Kern Community College District vendor list for this service/commodity, please remove this form and e-mail the Purchasing & Contracts Department.

Kern Community College District Purchasing & Contracts Department
2100 Chester Avenue
Bakersfield, CA 93301
purchasing@kccd.edu

RFP #DO250409 – CALIFORNIA JOBS FIRST CATALYST FUND

Please submit an accessory price sheet for the product model submitted. The accessory price sheet is for future reference and must not be included in the bid price.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Name and Title of Authorized Bidder: _____

Signature of Authorized Bidder: _____

Catalyst RFP Application

Thank you for expressing interest in the Kern Coalition’s Request for Proposals (RFP) for the California Jobs First Catalyst Fund. Before completing this form, please read through the Catalyst Project RFP.

Name of Organization: _____

Project Summary: Provide an overview of your project with clear objectives, scope, and deliverables. Provide a clear explanation of what project success looks like and how objectives will be measured.

Is your project “**Exploratory**”, “**Last Mile**”, or “**Ready to Go**”? Please provide justification for your response (for definitions of “Exploratory”, “Last Mile”, and “Ready to Go” projects, please visit page 7-8 of the RFP).

Describe your knowledge and experience working with **low-income and disinvested communities**, in particular the community your project aims to benefit.

Project Evaluation Matrix

Your responses to the following questions will be used to score and evaluate your Catalyst project. For more information on the Scoring Matrix that will be used to evaluate projects, read pages 9-16 of the Catalyst RFP.

Categories marked with a (*) indicate a scoring category of high importance. Projects that score in the top tier (11-15) in these areas and achieve a combined score for these emphasized categories of at least 44 must be offered technical assistance for improving their proposal and provided the opportunity to re-submit if their proposal otherwise does not achieve a total score sufficient to receive funding.

Improves Outcomes - Up to 15 points (*)

Projects must increase access to quality family-sustaining jobs that meet labor standards and advance equity.

How does your project create or increase access to quality family-sustaining jobs with benefits for underserved populations? How does it advance equity and focus on hiring local staff? How does your project concept outline clear objectives, outputs, and outcomes?

Benefits Specific Marginalized Populations - Up to 15 points (*)

Projects should specifically address the needs of marginalized and underserved populations. For example: Youth, undocumented residents, farmworkers, unincorporated and rural communities, system-impacted individuals, tribal and indigenous communities, etc.

How does your project benefit specific marginalized populations (e.g., youth, undocumented residents, farmworkers, unincorporated and rural communities, system-impacted individuals, tribal and indigenous communities, etc.). Please provide a detailed description of mechanisms that ensure that at least 40% of the projects provides direct, meaningful, and assured benefits to disinvested communities. How does your project remove barriers to job access for marginalized or low-wage workers?

Geographic Representation - Up to 10 points

Projects must be geographically representative, benefiting residents within Kern County, with a focus on underserved regions that lack access to resources and support.

Where is your project currently located in the region? How is your project geographically representative of Kern County, especially rural communities and underserved regions that lack access to resources and support?

Additionality - Up to 10 points

Projects should demonstrate that Catalyst funding is essential for activities, either due to a complete lack of available funding sources or to complement existing but insufficient funding.

Is the Catalyst funding essential for pre-development activities due to a lack of other funding sources or to supplement existing but insufficient funding? Please describe why Catalyst funding is essential. Have you sought funding from other sources? How does your proposal address alternative projects? What are some additional potential external funding sources and novel funding mechanisms that can be leveraged by the project?

Target Organizations – up to 10 points

Projects should prioritize partnerships with small local businesses, nonprofits, community-based efforts.*

[California State Government Code Section 14837 – “Small business” means an independently owned and operated business that has 100 or fewer employees, and average annual gross income receipts of fifteen million dollars (\$15,000,000) or less over the previous three years.]*

How does your project prioritize small local businesses, nonprofits, community-based efforts, or tradable and locally serving industries?

Transformative Impact – Up to 15 points (*)

Projects should have the potential to contribute to systemic change, steering the region’s economy toward equity, inclusion, environmental safety, and sustainability.

How is your project transformative, contributing to systems change and pivoting the region’s economy toward equity, inclusion, environmental safety, and sustainability? How does your project clearly connect with California Jobs First program goals? Can it be categorized as “exploratory” or “last mile”? How does your project contribute to the region’s ability to avoid, withstand, and recover from economic shocks?

Centers Community – Up to 15 points (*)

Projects should take into account current conditions and involve the community in the design and implementation of the project, recognizing that those most negatively impacted by current conditions hold crucial knowledge about the viability of solutions.

How is your project community-driven in its design and implementation, involving those most negatively impacted by current conditions? Does it originate from the community, reflecting local priorities and needs as identified by community members themselves? How do these communities play a leadership role in decision-making, and how do you offer mechanisms for community feedback?

Environmental Sustainability – Up to 10 points

Projects must not negatively impact the environment and should align with long-term environmental sustainability goals.

How does your project avoid negative environmental impacts? Does it align with long-term environmental sustainability goals and state climate regulations? How does it increase resilience to climate change impacts and address long-standing harm in a systemic way?

Climate Impact – Up to 10 points

Projects should address climate change by including an explanation of how the project would reduce Greenhouse Gas Emissions (GHGs) and/or remove legacy GHG emissions.

How does your project align with State climate goals and policies such as greenhouse gas (GHG) emissions mitigation, reducing climate vulnerability, or adaptation or mitigation efforts as well as regional climate goals? How does your project account for reducing GHG emissions and/or removing GHG from the atmosphere?

Capacity and Credibility - Up to 5 points

Projects must demonstrate both the capacity and credibility to successfully execute the proposed work. For those with limited resources, technical assistance may be available to strengthen feasibility and provide guidance on necessary documentation.

How does your project demonstrate both the capacity and credibility to successfully execute the proposed work? Does the project include clear indicators or metrics for tracking the success of the project? How do you plan to meet any regionally established administrative criteria, such as organizational capacity, project partners, key personnel resumes, and/or examples of past successful projects? Does your project budget include detailed expenses for deliverables, reasonable timelines, and feasible financial projections? How do you plan to facilitate your project around a reimbursement structure?

Additional Application Requirements

Please attach a **Cover Letter** to this application via email. The cover letter should include a description of your organization’s work and mission, including the name and contact information.

Please attach a detailed **Work Plan** and a **12-Month Timeline** for your project via email. Please use the [Kern Coalition Work Plan template](#).

Project Team: who are the members of your project team and what are their roles and responsibilities? Identify the lead agency and any sub-awardees who will carry out portions of the project.

Please attach **resumes** for each member of your project team via email:

Please attach **letters of commitment** for any sub-awardees to the project via email. You may use the template at the following link. You may use the [Kern Coalition Letter of Commitment template](#).

Please attach a **full Project Budget** via email capturing the total funding needed for your project and how much of the funding is needed from Catalyst. You may use the [Kern Coalition budget template](#).

Please provide at least one Letter of Commitment via email from an organization or partner who has worked closely with your organization. Additional letters are encouraged but not required. You may use the [Kern Coalition Letter of Commitment template](#).