



ASCCC OERI 2021 Request for Proposals (RFP III)

Proposal Template

Responses to this Request for Proposals (RFP) are due at 5:00 pm, April 19th, 2021. Late applications will not be accepted and incomplete applications will not be reviewed. All proposed projects must be completed by May 10th, 2022.

The application will be submitted via an online portal that can be accessed on the [ASCCC OERI Request for Proposals III page](#) of the ASCCC OERI website (asccc-oeri.org). The narrative elements should be prepared in a word processing program and submitted in the space provided. The proposal template is available as a Word document to permit you to compile all necessary information and prepare all narrative responses. Please find the Proposal Evaluation Rubric that will be used to guide the scoring of applications at the end of this document.

Registration will be required to submit a proposal. [You can either create an account](#) or use an existing account (i.e., Facebook, Google, or Twitter) to access the application. A general [Completing an Application FAQs](#) is available and you can [contact ASCCC OERI for assistance](#).

Section A. Proposal Overview

1. Project Proposal Title - Title should be informative and must reference:
 - a. The course or courses your resource would support by C-ID designation (if available) and/or title.
 - b. Your product/deliverables.
2. Faculty Lead Identification and Contact Information (must be a California community college faculty member, part-time or full-time)
 - a. Full Name
 - b. College (full-time faculty should indicate the college at which they are part-time; part-time faculty should indicate the college at which they most commonly teach)
 - c. District associated with college identified above.
 - d. Did you teach at any other college during the 2020-2021 academic year?
No.
Yes. > List all other colleges you have taught at during the 2020-2021 academic year.

- e. Discipline
 - f. Email
 - g. Telephone
3. Project Team - Collaboration across at least three districts is a required component of all proposals. Collaborators must all be anticipated users of the proposed OER. Submissions not providing evidence of required collaboration will not be evaluated. Collaboration is a required element as your product must be designed to serve the state, not a local course, program, or college.
- a. How many additional team members are included on this project. (number must be no more than 20)
 - b. Please identify all team members, noting their discipline/position, district(s), and role. The reason for each person's involvement in the project should be clearly delineated.

Name	Anticipated User of Proposed OER (Y/N)	Discipline/ Position	Role	* College(s)	** Primary District

*Please enter all the California community colleges (CCCs) each team member has taught for during the 2020-2021 academic year, listing their primary college first.

**Please enter the district associated with the team member's primary college.

- c. If any of your team members are not CCC faculty, staff, or students, please explain the rationale for their inclusion. (narrative)
 - d. Collaboration Plan – Explain how your team will collaborate and how you will ensure that diverse perspectives inform your final OER.
4. Project Deliverable(s)

Please identify which of the following you are proposing to do (select one):

- a. Make an OER text-equivalent available for a course commonly taught in the CCCs for which it has been established that OER are lacking.
- b. Improve upon an existing OER text-equivalent for a course commonly taught in the CCCs.
- c. Develop an ancillary resource or resources that will increase the likelihood of OER adoption by supplementing an OER text-equivalent for a course commonly taught in the CCCs.

For Career Technical Education (CTE) programs, please presume that “commonly taught in the CCCs” refers to all colleges that have the specified CTE program.

5. OERI Statewide Course Priorities - Indicate which of the following course priorities your proposal most directly addresses. In the “Project Description” section you will describe how the proposed project will meet the indicated priority. (select only one)
 - a. Text-equivalents or ancillaries for required courses in Associate Degrees for Transfer for which OER are generally not readily available.
 - b. Text-equivalents or ancillaries for career technical education (CTE) programs for which OER are generally not readily available.
 - c. Text-equivalents or ancillaries for commonly-taught general education courses for which OER are generally not readily available.

6. OERI Initiative-Related Priorities - Indicate which of the following initiative-related priorities your proposal most directly addresses. In the “Project Description” section you will describe how the proposed project will meet the indicated priority. (select only one)
 - a. Resources explicitly addressing equity concerns.
 - b. Resources that support the implementation of AB 705.
 - c. Resources that support the implementation of guided pathways.
 - d. Enhancements to available OER to better serve the students of the CCCs.

Section B. Project Description

The general description provides an overview of your project. Be sure to address all of the following and clearly explain your final product. Be sure that the connections to the identified priorities are explicit. (narrative)

1. Please provide a brief description of the proposal. Be sure to identify the target course or courses that your project is intended to support. Explain why the proposed resource is needed. If the resource is a revision to or an ancillary for an existing OER text-equivalent or a new text-equivalent, be sure to identify the existing text-equivalent or discuss the need for a new resource.
2. Explain how the proposal aligns with the course and initiative-related priorities you identified.

Section C. Budget and Action Plan

1. Funds Requested (select one)
 - a. Standard Scale (\$1,000-\$10,000)
 - b. Medium Scale (\$10,001-\$20,000)
 - c. Large Scale (\$20,001-\$30,000)

Note: If an initial review of your budget suggests it was inappropriately categorized, the OERI reserves the right make adjustments to budgets and funds requested.

2. Budget Summary - Please list the types of activities which, if awarded, you would fund to achieve the product, affixing a dollar amount to each. Funding for travel, hardware, or dissemination activities will generally not be provided. But, if such funds are deemed imperative, please provide a rationale to justify this exception. When identifying pay for faculty or other individuals, please specify the hours of work involved and an hourly pay rate. For faculty, please use \$60 as the hourly rate of pay. If you have identified a need for professional assistance, such as a copy editor or a licensing expert, please determine the costs associated with such services and use those figures when preparing your action plan. (narrative)
3. Action Plan - Identify timelines and responsible parties for all activities. Your timeline should specify three interim project deadlines and deliverables. Be sure to indicate where, when, and how collaboration will occur.
 - a. August 16, 2021 – 1st check-in product (*25% completion) (narrative)
 - b. October 12, 2021 – 1st check-in product (*50% completion) (narrative)
 - c. December 13, 2021 – 1st check-in product (*80% completion) (narrative)
4. Feasibility – This RFP has been structured with the presumption that teams will complete considerable work during the summer and other periods when faculty are typically “off-contract”. Have all team members committed to being available during these time periods or identified a way to manage their commitment to the project while working? (narrative)
5. Other Funding - Do you have or anticipate having other funding sources that are paying for portions of the project? (for example – sabbatical projects, payment from private entities, or grant funding).
 - a. No.
 - b. Yes.
If yes, please explain how this funding will augment the other funding source. (narrative)

Section D. Award Criteria

Please provide information on each of the following. All of the following elements of the application permit a narrative response. Responses should be concise. If an element does not apply to your proposal, please indicate “NA.”

1. **Statewide impact as assessed by the number of courses and colleges potentially impacted.** Estimate the number of courses and colleges who would potentially adopt your product. (narrative)
2. **Potential for student savings.** List the cost of existing resources which your product would replace. List any other savings your OER would create for students. (narrative)
3. **Impact of the project on OER, such as the development of high quality resources in areas for which no other OER are currently available.** Provide a brief assessment of the existing OER, if any, in the discipline of your proposal and assert how your product would meet this criterion. (narrative)

Section E. Support Needed and Acknowledgement of Licensing Requirement

1. Support Needed - Basic training will be provided to all awardees with respect to the following:
 - a. The use of OER authoring and curation tools.
 - b. Copyright and licensing.
 - c. Accessibility.

Please indicate any other support you anticipate needing. (narrative)

2. Acknowledgement of Licensing Requirement

All content created with these funds must be licensed as CC BY or CC BY-NC. All applicants must indicate their acceptance of this requirement.

For more information regarding Creative Commons licensing, please see the [Creative Commons website](#).

Submission

The application will be submitted via an online portal that can be accessed on the [ASCCC OERI Request for Proposals III page](#) of the ASCCC OERI website (asccc-ori.org). Late applications will not be accepted and incomplete applications will not be reviewed.

Academic Senate for California Community Colleges Open Educational Resources Initiative (OERI) - 2020 OER Development Projects

Proposal Evaluation Rubric

Category	Possible Points			
Identified priority (Connection to delineated priorities established)	Not established 0	Weak connection to one priority 1-2	Clear connection to one priority 3-4	Well-established connection to both priorities 5
Statewide impact established	Not established 0	Impact clearly localized or limited 1-2	Potential impact is far-reaching, but not clearly statewide (impacting all 114 colleges) 3-4	Potential for system-wide impact clearly documented 5
Project Description	None provided 0	Not well-conceived or conveyed; feasibility may be questionable 1 – 2	Well-conceived and adequately described; aligned with grant expectations 3 – 4	Thoroughly conceived and clearly described; exceeds grant expectations 5
Action Plan (Roles, responsibilities, and qualifications of participants)	None provided 0	Unclear, lacking sufficient detail. 1 – 2	Sufficiently Developed 3 – 4	Fully Developed Plan is clear, interim products identified 5
Budget (Realistic, aligned with outcomes, all expenses justified)	None provided 0	Unrealistic, lacks details, expenses not justified 1 – 2	Adequately Developed 3 – 4	Fully Developed 5
Collaboration	Minimal collaboration 1	Involves at least one faculty member from two out-of-district colleges, but collaboration is superficial 2	Involves at least one out-of-district colleges and active collaboration is evident 3	Robust collaboration involving multiple faculty from 3 or more out-of-district colleges 4-5