



ASCCC OERI 2022 Request for Proposals (RFP IV)

Proposal Application Timeline and Process

Responses to this Request for Proposals (RFP) are due at 5:00 pm, January 31, 2022. Late applications will not be accepted and incomplete applications will not be considered. Funding determinations will be made by February 18, 2022. All proposed projects must be completed by May 12th, 2023.

The application will be submitted via an online portal that can be accessed on the [ASCCC OERI Request for Proposals IV page](#) of the ASCCC OERI website (asccc-oeri.org). The narrative elements, as indicated by “(narrative)” in this document, should be prepared in a word processing program and submitted in the space provided. The proposal template will be 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 is 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](#).

Given the commitment of the California Community Colleges to equity, including the ASCCC’s focus on Inclusion, Diversity, Equity, and Anti-racism (IDEA) and the California Community Colleges Chancellor’s Office “Call to Action”, all projects should incorporate IDEA principles and/or culturally responsive pedagogy. Regardless of your final product, it should be developed with equity in mind.

All projects must fill an unmet need. Applicants should [review relevant webinars](#) and [ASCCC OERI collections](#) prior to developing a proposal. If you are proposing to improve upon an existing OER, be sure to specify what is missing or lacking in the available OER and detail what proposed changes you are planning. If you are planning to develop an ancillary for an existing OER, you will need to establish that the OER text is currently being widely used and establish the need for the proposed ancillaries.

Section A. Proposal Overview

1. Project Proposal Title – The 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 who teach at more than one college should indicate the college at which they are full-time; part-time faculty should indicate the college at which they most commonly teach)
 - c. District associated with college identified above.
 - d. If you taught at any other college during the 2020-2021 or 2021-2022 academic years, please list them.
 - e. Primary Discipline
 - f. Email
3. Project Team - Collaboration across at least three districts is a required component of all proposals. To meet this collaboration requirement, collaborators must all be anticipated users of the proposed OER from different California Community College districts. Collaboration is a required element as your product must be designed to serve the state, not a local course, program, or college. Submissions that do not provide evidence of the required collaboration will not be evaluated.
 - a. State the number of additional team members that are included on this project. (number must be no more than 20)
 - b. Beginning with the Faculty Lead, identify all team members in the table below. If some team members are not anticipated users of the proposed OER, please list them after those who are anticipated users. The function of each team member should be clearly described within the “Role” column.

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

*Please enter all of the California community colleges (CCCs) each team member has taught for during the 2020-2021 and 2021-2022 academic years, 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 – In detail, describe how your team will collaborate, including who will serve in what role, and how you will ensure that diverse perspectives are embedded in your final OER. (narrative)

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. Resources that are needed for courses in non-CTE programs that are not commonly available will be considered, but may be less competitive.

5. Statewide Course Category - Indicate which of the following course categories is best-aligned with the focus of your proposal. In the “Project Description” section you will describe how the proposed project aligns with the indicated category. All options presume the development of OER that are generally not available or are available but are lacking in some way. All applicants should review the [relevant OER collections developed by the OERI](#) before developing a proposal. Please note that while the following list is not meant to reflect a ranking or preference, categories a, b, and c are most readily connected to a statewide need. But that is just one consideration. A proposal to create a resource for a required course in a TMC for which options already exist would, ultimately, be much less competitive than a resource for a general education course that meets an area that presently had few or no OER options. (select only one)
 - a. Courses specified by C-ID or title in a [Transfer Model Curriculum](#) (TMC) or [Model Curriculum](#).
 - b. Required courses in career technical education (CTE) programs.
 - c. Courses that fulfill the recently implemented ethnic studies general education requirement (i.e., CSU GE Area F) and related majors.
 - d. Commonly-taught general education courses.
 - e. Non-CTE courses that are commonly required in degrees for which there is no TMC.
 - f. Other courses that address a statewide need.

Section B. Project Description

The general description provides an overview of your project. Be sure to address all the following and clearly explain your final product. Be sure to make the connection to the Statewide Course Category selected above.

1. Overview and Need. Please provide a description of the proposal. (narrative)
 - Briefly describe your project – complete details are to be provided when delineating your deliverables.
 - Be sure to identify the target course or courses that your project is intended to support.
 - Explain why the proposed resource is needed. Provide data as appropriate.
 - If the resource is a revision to or an ancillary for an existing OER text-equivalent, be sure to identify the existing text-equivalent.
2. IDEA. Explain how IDEA principles and/or culturally responsive pedagogy will be integrated into your work. (narrative)
3. Deliverables. Describe your final “deliverables”, providing as much detail as possible. If writing or curating a text, provide the number of chapters envisioned and, if possible, titles. These specifics can be stated in terms of a minimum, if desired. If preparing a test bank, delineate how it will be organized and how many – and what types - of questions will be included. (narrative)

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 to adjust budgets and the 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 your request for an exception. When identifying pay for faculty or other individuals, specify the amount per person based on the work-product expected. (narrative)
3. If you have identified a need for professional assistance, such as a copy editor, please determine the costs associated with such services and use those figures when preparing your action plan. (narrative)
4. Action Plan - Identify timelines and responsible parties for all activities. Your timeline should specify three interim project deliverables to be completed before or by the indicated due date. Be sure to indicate where, when, and how collaboration will occur.
 - a. August 15, 2022 – 1st check-in product (*25% completion; the 25% product must include a sampling of your final product that can be reviewed for

- accessibility and used as a template moving forward. The 25% product must be available for review in the platform in which it will ultimately be housed.) (narrative)
- b. October 24, 2022 – 2nd check-in product (*50% completion) (narrative)
 - c. December 12, 2022 – 3rd check-in product (*75% completion) (narrative)
 - d. February 17, 2023 – Product ready for distribution to reviewers.
5. Feasibility – This RFP has been structured with the presumption that teams will engage in preparatory training during the spring and 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? Are there any barriers to completion that have not been addressed elsewhere in the application? (narrative)
 6. 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. 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 the following elements of the application require 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. Provide data as appropriate. (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, for your target course and explain how your product would be an improvement. (narrative)

Section E. Support Needed and Acknowledgement of Licensing Requirement

1. Support Needed - Basic training will be required for 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 CC BY (preferred) or CC BY-NC unless the work builds on existing works with other open licenses. If you anticipate needing to use a different license, please explain below. 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 IV page](#) of the ASCCC OERI website (asccc-oeri.org). Late applications will not be accepted and incomplete applications will not be considered.



Academic Senate for California Community Colleges Open Educational Resources Initiative (OERI) - RFP IV 2022 - 2023 OER Development Projects

Proposal Evaluation Rubric

Category	Possible Points			
Proposal Overview (A)	Required information missing. 0	Meaningful collaboration not evident. 1	Title and or deliverables unclear. 2	Descriptive title, clear deliverable(s), meaningful collaboration described, all required information provided. 3
Overview and Need (B.1)	Required information missing. 0	Description unclear and need not established or weakly established. 1 - 3	Description unclear or need not established or weakly established. 4 - 6	Clear description and establishment of need. 7 - 10
IDEA (B.2) (Inclusivity, diversity, equity, and antiracism or culturally responsive pedagogy)	Not present, minimal, and/or unclear. 0-1	Clear plan delineated, but not fully integrated into the project. 2-3	Clear and integrated plan delineated, but in a superficial way. 4-5	Addressing equity issues integrated throughout the project in a meaningful way. 6-8
Deliverables (B.3)	Required information missing or unclear. 0	Deliverables delineated, but lack detail. 1-2	Deliverables delineated with sufficient detail, but some elements are unclear. 3	Deliverables clearly delineated with sufficient detail. 4
Budget (C.2) (Realistic, aligned with outcomes, all expenses justified)	None provided. 0	Unrealistic, lacks details, expenses not justified 1 – 2	Adequately developed, but missing connection between compensation and deliverables 3 – 4	Fully Developed 5
Action Plan/Feasibility (C.4/C.5)	None provided or feasibility a concern. 0	Interim and final project plans are unclear, lacking sufficient detail. 1 – 3	Interim and final project plans are clear, but some aspects are unclear. 4 – 7	Interim and final project plans are fully developed 8 -10
Statewide Impact Established (D)	Not established 0	Impact clearly localized or limited. 1-2	Potential impact is far-reaching, but not clearly statewide. 3 - 4	Potential for system-wide impact clearly documented 5 - 6
Collaboration	Minimal collaboration 1 - 2	Limited and superficial collaboration 3 - 4	Active collaboration is evident and on-going. 5 - 7	Active collaboration is evident and on-going, engaging multiple team members in all development phases. 8 - 10