

# LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001110851

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
02/24/2020	1 - 02/27/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1024707 KINGSLEYJ HANEYB	04VAPA2260 IR	

**Supplier:** 0000004697  
RP GROUP  
369-B THIRD ST #397  
SAN RAFAEL CA 94901

**Phone:** (510) 527-8500

**email:**

**Ship To:** FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630  
United States

**Bill To:** 1919 Spanos Court  
Sacramento CA 95825-3981  
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	RP FOCUS GROUPS INSTALLMENT 1 OF 3 DUE FEBRUARY 2020  INVOICE# 7472 \$13,112.50	1.00 EA	13,112.50	13,112.50	02/21/2020
2- 1	RP FOCUS GROUPS INSTALLMENT 2 OF 3 DUE JUNE 2020  INVOICE# 7473 \$13,112.50	1.00 EA	13,112.50	13,112.50	02/21/2020
3- 1	RP FOCUS GROUPS INSTALLMENT 3 OF 3 DUE AUGUST 2020  INVOICE# 7474 \$5,310.00	1.00 EA	5,310.00	5,310.00	02/21/2020

PAY INVOICES: #7472, #7473, #7474

PSA RP GROUP 20171102 WITH AMENDMENT 20-0293 VALID FROM: 02-01-2018 TO 10-31-2021

**Paid Ch # 94-792417**  
**02/27/20 Amt \$ 31535.00**

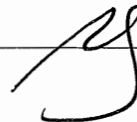
Sub Total Amount	31,535.00
Sales Tax Amount	0.00
Total PO Amount	31,535.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	FL.VS.IEPI	63900	00000	468D	31,535.00	2020

0001024707CHAVEZA21-FEB-2020

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature



Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# Requisition

**Supplier:** RP GROUP  
369-B THIRD ST #397  
SAN RAFAEL CA 94901  
United States

0000004697

**Phone:** (510) 527-8500  
**email:**

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001024707	02/06/2020	1	
Requisition Name:			
RP FOCUS GROUPS-IEPI			
Requester			
Julie Kingsley			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: KINGSLEJ 06-FEB-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	RP FOCUS GROUPS INSTALLMENT 1 OF 3 DUE FEBRUARY 2020	1	EA	13,112.50	13,112.50	02/07/2020
	INVOICE# 7472 \$13,112.50					
2-1	RP FOCUS GROUPS INSTALLMENT 2 OF 3 DUE JUNE 2020	1	EA	13,112.50	13,112.50	02/07/2020
	INVOICE# 7473 \$13,112.50					
3-1	RP FOCUS GROUPS INSTALLMENT 3 OF 3 DUE AUGUST 2020	1	EA	5,310.00	5,310.00	02/07/2020
	INVOICE# 7474 \$5,310.00					

31,535.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 31,535.00

Invoices #7472, #7473, #7474  
Please set up lines as two-way match and pay Invoices as they come due.

PSA Dated 02/01/2018  
Amendment being added by Greg Hovious

Statement of Work

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5100	12	FL.VS.IEPI	63900	00000	468D	31,535.00

Approval Signature	Approval Signature	Approval Signature
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# Requisition

**Supplier:** RP GROUP  
369-B THIRD ST #397  
SAN RAFAEL CA 94901  
United States  
  
**Phone:** (510) 527-8500  
**email:**

0000004697

<b>Business Unit:</b> GENFD OPEN		
Req ID:	Date	Page
0001024707	02/06/2020	2
Requisition Name:		
RP FOCUS GROUPS-IEPI		
Requester		
Julie Kingsley		
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: KINGSLEJ 06-FEB-2020		

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
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## Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: IEPI  
Project Grant: 468D  
Program Director:  
Program Goal:

Approval Signature

Approval Signature

Approval Signature

## **Folsom Lake College**

### **Student Equity and Guided Pathways Focus Groups**

### **Statement of Work**

### **January – August 2020**

The Research and Planning Group for California Community Colleges (RP Group) is proposing to contract with Folsom Lake College (FLC) to conduct a series of focus groups designed to learn more about students' experiences at the college. Particular attention will be paid to students from groups identified as experiencing disproportionate impact at the college, and/or participants in specific types of interventions implemented as part of the college's guided pathways and AB 705 efforts. The goal of this project is to provide FLC administrators, faculty, and staff with insights into the experiences of FLC students from specific student populations to support its equity, guided pathways, and AB 705 efforts.

This document outlines the scope of work for these focus groups, including an overview of the project, timeline, and detailed budget.

### **Overview of Project**

The RP Group will conduct up to three focus group sessions with students from groups who experience disproportionate impact across various outcomes at the college and/or are participants of specific types of interventions at the college. The specific target populations include:

1. Students who chose to participate in FLC's pilot case management services to support students in transfer-level math/English courses
2. Students who chose not to participate in FLC's pilot case management services to support students in transfer-level math/English courses
3. Undecided first-time students

Topics that will be covered in the focus group sessions include: students' understanding, awareness, and perceived utility of specific types of interventions and supports; effective and ineffective modes to communicate/engage students at the college; and how students enter and stay on the path and what the college is or is not doing to support students in this process.

Each focus group session will last approximately 90 minutes, include up to 10 students, and will be audio recorded. Prior to the focus groups, the RP Group will work with key FLC personnel to develop the protocol and participate in a discussion of which students to invite and recruitment ideas. FLC staff will be responsible for all logistics related to the focus groups including identifying the students, inviting and reminding students to participate, scheduling the room(s), sign-in sheets. The RP Group will provide food/refreshments and gift card incentives for students participating in the focus groups. After the focus groups, the RP Group will have the audio recordings transcribed and analyze the transcripts to identify key themes. The RP Group will then produce a comprehensive report summarizing the key findings and implications from the focus groups, and any unique findings from each student population. Upon

completion of the report, the RP Group will present the findings from the focus groups to key FLC personnel, and facilitate discussions around the findings and recommendations to advance the college's equity, guided pathways, and AB705 efforts.

## Timeline and Deliverables

The proposed term of this contract would be from January 2, 2020 through August 31, 2020. Below is a list of major deliverables during the contract period.

Date	Activities and Deliverables
January 2020	RP Group will work with FLC staff to develop focus group protocols and discuss focus group recruitment logistics
February 2020	FLC staff will identify and recruit select student populations for focus groups, secure room locations and times
March 2020	RP Group will conduct up to five focus group sessions with the target student populations
April – May 2020	RP Group will analyze findings from the focus groups
By May 15, 2020	RP Group will produce the first draft of the report for the college's review
By May 22, 2020	FLC staff will provide feedback on first draft of report
By June 30, 2020	RP Group will provide FLC with the final draft of report
By August 31, 2020	RP Group will present findings and facilitate conversations about actionable steps with key FLC personnel

## Budget and Payment Schedule

**This project is quoted at a flat rate of \$31,535.** Three invoices will be submitted for payment; \$13,113 in January 2020 upon signing of the contract to cover expenses related to planning, preparation, and facilitation of the focus groups, \$13,113 in June 2020 upon completion of the written report, and \$5,310 in August 2020 upon completion of the presentation.

Activities	Cost
Focus Group (Planning, Preparation, Facilitation, Analysis, Report Production)	\$23,750
Presentation of Findings	\$5,310
Food and refreshments, incentives, travel for focus groups, and transcription	\$2,475
<b>Total</b>	<b>\$31,535</b>

## Organizational Information

**Signatory:** Dr. Darla M. Cooper, Executive Director, [dcooper@rpgroup.org](mailto:dcooper@rpgroup.org)

**Mailing Address:** 369B Third Street, Suite 397, San Rafael, CA 94901

**Telephone:** (510) 527-8500

**Contracts Department:** [contracts@rpgroup.org](mailto:contracts@rpgroup.org) | **Invoicing Department:** [billing@rpgroup.org](mailto:billing@rpgroup.org)

**The RP Group**

369-B Third Street #397

**Invoice**

Date	Invoice #
1/27/2020	7472

Bill To
Folsom Lake College 10 College Pkwy Folsom, CA 95630

Project	Service Date
FLC Focus Groups	01/02/2020-08/31/2020

Description	Hours	Rate	Amount
Folsom Lake College Focus Groups 1/2/2020-08/31/2020 Installment 1 of 3		13,112.50	13,112.50
		<b>Total</b>	\$13,112.50

**The RP Group**

369-B Third Street #397

**Invoice**

Date	Invoice #
1/27/2020	7473

Bill To
Folsom Lake College 10 College Pkwy Folsom, CA 95630

Project	Service Date
FLC Focus Groups	01/02/2020-08/31/2020

Description	Hours	Rate	Amount
Folsom Lake College Focus Groups 1/2/2020-08/31/2020 Installment 2 of 3		13,112.50	13,112.50
		<b>Total</b>	\$13,112.50

**The RP Group**

369-B Third Street #397

**Invoice**

Date	Invoice #
1/27/2020	7474

Bill To
Folsom Lake College 10 College Pkwy Folsom, CA 95630

Project	Service Date
FLC Focus Groups	01/02/2020-08/31/2020

Description	Hours	Rate	Amount
Folsom Lake College Focus Groups 1/2/2020-08/31/2020 Installment 3 of 3		5,310.00	5,310.00
		<b>Total</b>	\$5,310.00



AMENDMENT # 1  
to the  
AGREEMENT FOR SERVICES  
BETWEEN LOS RIOS COMMUNITY COLLEGE DISTRICT AND  
THE RP GROUP

WHEREAS, Los Rios Community College District (District) and The RP Group (CONSULTANT) entered into an Agreement for Professional Services effective February 1, 2018 (AGREEMENT); and,


WHEREAS, the parties now desire to add additional services.

NOW, THEREFORE, the parties agree as follows:

1. The Agreement is modified by Attachment A hereto.
2. All other terms and conditions of the Agreement shall remain in full force and effect.

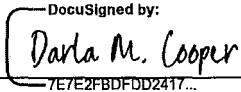
IN WITNESS WHEREOF, the DISTRICT, a locally governed public agency, has executed this Amendment in duplicate by its Associate Vice Chancellor Finance, and CONSULTANT has caused it to be duly executed.

Date: 2/20/20

By: 

Mario Rodriguez  
Associate Vice Chancellor Finance

Date: 2/19/2020

By: 

The RP Group  
Darla M. Cooper



## **ATTACHMENT A**

### **Folsom Lake College Student Equity and Guided Pathways Focus Groups Statement of Work January – August 2020**

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