CITY OF OAKLAND

FINANCE DEPARTMENT (510) 238-2220
ADMINISTRATION OFFICE FAX (510) 238-2059

February 28, 2023

Attention: All Prospective Bidders

RE: 2023 Direct Community Grant Program RFP – Addendum No. 1

Dear Prospective Bidders,

1. This Addendum No. 1 forms a part of the contract documents and modifies the original Request for Proposal for the 2023 Direct Community Grant program documents.

2. Acknowledge receipt of Addendum No. 1 on the last page by signing in the indicated space and attach this signed document to the Proposal.

3. Please visit the **Direct Community Grants website** for continued updates. Please visit the website at the following link: https://www.oaklandca.gov/topics/direct-community-grant-program.

4. The preproposal workshop scheduled for February 13, 2023, has been rescheduled to **Friday, March 10, 2023, at 150 Frank H. Ogawa Plaza, 2nd Floor, Classroom 1 from 9:00 am to 1:00 pm.** Please register for the voluntary pre-proposal meeting at the following link: https://www.eventbrite.com/e/direct-community-grants-session-2-tickets-565702039027.

5. The Submittal date for all responses to this RFP **has changed to Friday, March 17, 2023, at 5:00 pm. Proposals must be submitted via OpenForms by Friday, March 17, 2023, at 5:00 pm**.

6. **SUBMITTAL REQUIREMENTS:** Due to the current inaccessibility of iSupplier, respondents are unable to submit responses to the RFP in iSupplier. Therefore, Respondents are required to submit proposal responses and signed addendum in **OpenForms**.

   Please visit the OpenForms Direct Community Grant Submission Portal at the following link:

   https://us.openforms.com/Form/2c614f59-8447-4c76-8572-485e49badbc2.

7.   Due to technical difficulties, the pre-proposal meetings held on January 24, 2023, and January 27, 2023, are not available. Formal responses to the questions submitted at the informational and workshop meetings or via email can be found below.

8.   An instructional video to navigate iSupplier can be found at this link: iSupplier: RFPs and Bids - YouTube. You may also search in iSupplier for this RFP using the negotiation number (270090). **(*This is provided for information only. iSupplier is currently down and hard copy proposals must be submitted in person. Please see the instructions above.)**

9.   Revision to page 6 of the original RFP:
      A. Questions regarding online submittal through iSupplier must be directed to isupplier@oaklandca.gov to the attention of **Carmen Rotaru** or refer to the iSupplier User Guide: https://www.oaklandca.gov/documents/isupplier-user-guides   **(*This is provided for information only. iSupplier is currently down and hard copy proposals must be submitted in person. Please see the instructions above.)**

10.   Revision to page 37 of the original RFP:
      A. An interactive version of all schedule forms can be downloaded from the Contracts and Compliance website or request for a copy from **Carmen Rotaru** at **crotaru@oaklandca.gov** or call **510-238-2139**.

11.   You may view the Schedule B – Grant Budget Template at the following links: https://www.oaklandca.gov/documents/sample-grants-budget-template-direct-community-grants

      https://www.oaklandca.gov/documents/budget-template

12.   You may view previously awarded grants reports and resolutions on Legistar (https://oakland.legistar.com/Legislation.aspx) and at the following links:

      A. Fiscal Year (FY) 2022-2023 - https://oakland.legistar.com/LegislationDetail.aspx?ID=5736929&GUID=66E01E1D-69CE-4B82-A682-DC1CC2292ADB&Options=&Search=

      B. FY 2021-2022 - https://oakland.legistar.com/LegislationDetail.aspx?ID=5065134&GUID=926A0D28-B966-4ECB-B7BC-1314C7BC3EC9&Options=ID|Text|&Search=Resolution+Awarding+Grant+Agreement

      C. FY 2019-2021 - https://oakland.legistar.com/LegislationDetail.aspx?ID=3936938&GUID=36B42C8F-B7CE-4925-B8F1-71E0145B76D1&Options=ID|Text|&Search=87761

13. Certification requirements for small and/or local non-profit business enterprise can be found at the following link (directing your attention to pages 21 & 22): https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf

14. For information about obtaining an Oakland Business License or paying Oakland Business Tax, please visit the following link: https://www.oaklandca.gov/services/business-tax-applications-1

15. For information on how to apply for an Oakland Business License, please visit the following link: https://www.oaklandca.gov/services/apply-for-a-business-license-online

Eligibility Questions:

A. Is the organization required to be a registered 501(c)(3) in order to apply for the Direct Community Grant Program?

      No. An organization that does not have to be a registered 501(c)(3) and can apply with a Fiscal Sponsor that is registered as 501(c)(3).

B. Can an organization who does not have the non-profit designation respond to this RFP and indicate a registered 501(c)(3) as the Fiscal Sponsor?

      Yes, an organization can submit a proposal to the Direct Community Grant RFP indicating a Fiscal Sponsor. The Fiscal Sponsor must be willing to enter into contract with the City of Oakland and take on the responsibility of the actual obligation to receive funds from the City and make determinations on behalf of both the granting entity and the grantee.

C. If an organization currently receives grant funding from the City, are they ineligible to apply?

      All organizations are encouraged to apply. If an organization currently has a grant agreement, that does not restrict such organization from being a recipient from the Direct Community Grants program.

D. Is the organization required to be based in Oakland?

      No. It is not a requirement that an organization is based in Oakland.

E. Our organization has responded to a separate grant RFP. If selected for both awards, will that impact the eligibility of receiving the Direct Community Grant award?

      No. Each RFP is scored and awarded independently.

F. Are arts and cultural programs eligible to apply?

      Yes. Arts and cultural programs are encouraged to apply.

Funding Questions:

G. What is the total funding amount available for the Direct Community Grant Program?

> The total available funding is currently unknown. The total available funding will be determined in late April 2023 during the budget development process.

H. When is the Mayor's budget released?

> The Mayor's budget is released on May 1st of each year.

I. What is the grant funding range, requesting limit, and grant award maximum?

> Currently, there is no established grant range, requesting limit, or grant award maximum. Grant awards will vary. It is recommended that all organizations propose a funding amount that will ensure that the proposed project will be executed timely and efficiently.

J. Is the Direct Community Grant Program funding restricted to programs and services? Can the grant funding received be used for infrastructure, construction, or capital projects costs?

> The Direct Community Grant Program aims to provide resources to Oakland's underserved communities by funding support programs and services.

K. How will the grant awards be dispersed (i.e., reimbursable, front-loaded, service provided, etc.)?

> The Direct Community Grant Program intends for the grant awards to be reimbursable. However, the final determination of grant disbursement will be determined by the grant agreement negotiated by the City and the Organization.

L. Is an organization required to provide a match to the grant funds received?

> No. An organization is not required to provide any matching funds in order to receive the grant funding.

Other Questions:

M. Who will be scoring, ranking, and submitting the proposals to the Mayor and City Council for consideration?

> The Finance Department is managing the Direct Community Grants Program and will be responsible for fairly scoring and ranking the proposals for timely submittal to the Mayor and City Council prior to the May 1st Mayoral Budget release.

N. Who makes the final selection of the grant recipients?

> The Biennial Budget's final authorization, including the selection of the grantees for the Direct Community Grant Program, is under the City Council's authority.

O. My organization would like to partner with another organization to propose a new program. Are joint proposals accepted?

> Yes. Joint proposals are accepted. One organization must serve as the primary grantee and submit one proposal for consideration.

P. Is an organization's annual budget taken into consideration when scoring the proposals?

> No. An organization's annual budget is not an identified criteria area in the Evaluation of Proposals section of the RFP.

Q. Should proposals aim to serve a particular target population or number of residents?

> Proposals should identify the populations that the program or services will serve.

R. Our organization has responded to a separate grant RFP. If selected for both awards, will that impact the eligibility of receiving the Direct Community Grant?

> If an organization responds to and is awarded funding for a separate grant, that does not impact the organization from being a recipient from the Direct Community Grants program.

S. If an organization is not invited to the short-listed interview, does that mean the proposal was declined?

> No. Interviews of short-listed firms is an optional process at the discretion of and subject to change by City Council.

T. What is the contract term if awarded?

> The negotiated grant agreement will determine the start date of the grant period. The grant agreement end date will be June 30, 2024.

U. Will the Direct Community Grant Program be advertised next year?

> The Direct Community Grant Program will be advertised annually. The recipients of the grant awards for 2023 will have to reapply for future funding for the 2024 Direct Community Grant Program.

V. How many proposals can one organization submit?

> Each organization is limited to one submission in iSupplier.

W. Can an organization proposal multiple programs in one proposal?

> Yes. An organization can propose multiple programs in one submission. Please separate the programs and indicate the requested funding for each individual program proposed.

X. My organization would like to propose funding for a current program. Are current programs eligible to be funded? Does the proposal need to be for a new program?

> Yes. If the current program is in alignment with Citywide and City Council Priorities and proposal requirements, the proposal will be fairly considered.

Y. Will the grant award be renewable next year?

> No. Organizations may reapply for the Direct Community Grant annually.

Z. How is this grant different than previously awarded community grants?

> The Direct Community Grants program is a new program in response to the Fiscal Year 2021-23 adopted budget policy directive from City Council. This process is in alignment with Council priorities, removes equity barriers and streamlines the execution of the grant agreement.

AA. Does this funding impact other funding such as Oakland Children and Family Youth or other City departmental funding?

> No. The available grant funding comes from the General-Purpose fund does not impact other resources or departmental funding.

BB. Do applicants have to disclose their relationships with City Council or Mayor's office to encourage transparency?

> Yes, this information may be requested. Additionally, a signed Schedule O, (Oakland Campaign Contribution Limits form) will be required to execute the grant agreement if selected as a grant recipient.

CC. Can an agency fund a subcontractor from the grant award?

> Sub agreement information should be included in the necessary sections of the proposal including a detailed scope of work and budget.

DD. My organization previously received grant funding and used the award to cover overhead costs. Will this grant be allowed to use the grant award in the same manner?

> No. This grant is aimed to provide direct programs and services.

EE. What is the maximum total page count of the proposal submission?

> 25 pages is the maximum total page count. This translates to 50 maximum pages if uploaded via PDF. When printed front and back, the 50 pages totals 25 individual sheets.

(End of Questions)

16.   Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.

17.   All Contractors working with or anticipate working with the City of Oakland must register through iSupplier at the following link: https://www.oaklandca.gov/services/register-with-isupplier in order to receive future invitations to bid for construction, professional service projects, grant opportunities, and to invoice payments. If you have not already registered via iSupplier, you will be required to do so once the system comes back online. **(*This is provided for information only. iSupplier is currently down and hard copy proposals must be submitted in person. Please see the instructions above.)**

18.   Once you have completed the process and would like to be invited to participate in in this project, please send an email to iSupplier@oaklandca.gov with "RFP for 2023 Direct Community Grants" as the subject and we will add you to the invitation list. **(*This is provided for information only. iSupplier is currently down and hard copy proposals must be submitted in person. Please see the instructions above.)**

19.   For questions regarding the following topics below:
   A.   iSupplier questions, please send an email to iSupplier@oaklandca.gov
   B.   Project related questions, contact the Project Managers, Brittany Hines, bhines@oaklandca.gov and Tiffany Kirkpatrick, tkirkpatrick@oaklandca.gov.
   C.   Contract compliance questions, contact Vivian Imman at 510-238-6261.
   D.   Contract administration questions (e.g., plan holders list, attachments, etc.) please call 510-238-3190 or log on to the following website https://www.oaklandca.gov/services/active-closed-opportunties

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Brittany Hines, Project Manager

Tiffany Kirkpatrick
_____
Tiffany Kirkpatrick, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

_____   _____
Signature of Bidder   Date