

ATTENTION ALL BIDDERS

ADDENDUM NO. 3 to the
Contract Documents for
Request for Proposals
for
Reducing Consumption of Sugar-Sweetened Beverages Community Grants Program
2019-2020

Date: December 17, 2018

From: The City Administrator's Office and Office of City Administrator Contracts and Compliance Division

To: Prospective Bidders

- I. This Addendum No. 3 forms a part of the Contract Documents and modifies the original Request for Proposals Documents.
- II. Acknowledge receipt of Addendum No. 3 and attach this signed document to the Proposal.
- III. The **Submittal date** has been **extended**. Bids are due **Friday, December 28, 2018 at 2:00 pm.** (Pacific Standard Time)
- IV. Please find the following information:

The following are the questions and answers received as of December 17, 2018.

REQUIRED ATTACHMENTS

Please confirm that the **ONLY** required **organizational and compliance attachments** required for a **public entity** are:

1. Organizational budget
 2. Proof of audit
 3. Board roster
 4. Resumes/job descriptions of key personnel
 5. Organizational chart
 6. Letters of Agreement/MOUs, if applicable
 7. Schedule E (Project Consultant or Grant Team)
- **Yes, the above-referenced are the required documents for public entities. And, also include Schedule W-Border Wall Prohibition (see page 49 of the RFP).**

[Related follow-up]

Schedule W (Border Wall Prohibition) must be submitted with ALL proposals.

As a **public entity**, I understand these forms do NOT apply to us:

1. IRS letter
 2. Schedule O (Campaign Contributions)
 3. Oakland Business Tax License
- **Correct**

Is Schedule E-2 (Oakland Workforce Verification Form) required to be submitted for **public entities**?

- **Schedule E-2 is not applicable to public entities. Public entities do not receive preference points.**

Our agency will be submitting a proposal as a Single Agency and we plan to have a subcontractor. Do we need to name the subcontractor as a sub-grantee in our Cover Letter?

- **Yes. Please include the subcontractor (sub-grantee) in the Cover Letter, including a brief description of their role.**

The RFP requires applicants to attach a “Current Year Organizational or Operational Budget”, but our fiscal year is July-June. Is it sufficient to submit our fiscal year budget or do you want us to combine fiscal years to equal one calendar year?

- **Submit the fiscal year budget.**

Is it a requirement for us to apply for certification via Ernestine Nettles or have a business license with Oakland to apply for this grant? Or, is that specifically to qualify for the additional bonus points?

- Please refer to page 15 of the RFP:
Preference Points: While not a requirement, Applicants may receive preference points by receiving certification as a Local, Small and Very Small Local Business Enterprise (L/S/VSLBE). For more information on the L/S/VSLBE program, go to:
<https://www.oaklandca.gov/documents/local-small-local-business-enterprise-program>

Additional preference points may be awarded for agencies that demonstrate their existing work force includes Oakland residents through the optional submission of Schedule E-2 (Oakland Workforce Verification). See **Appendix D** for details on preference points.

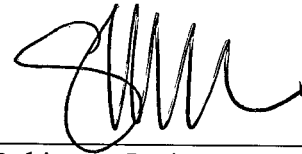
- The City of Oakland Business Tax Certificate is required at submission (refer to page 19 of the RFP).

Do we need a City representative to complete the top section of Schedule O (Campaign Contribution Limits) before we complete (and submit) the rest of the document?

- **Leave the top portion of Schedule O blank and submit it with the proposal.**

V. For questions regarding the following topics below:

- a. iSupplier questions, please send an email to isupplier@oaklandca.gov
- b. Requesting to receive an invitation to participate in a project, please send an email to isupplier@oaklandca.gov.
- c. Contract compliance questions, contact Sophany Hang at 510-238-3723.
- d. Contract administration questions (e.g., attachments, etc.) please call 510-238-3621, fax your request to 510-238-6267 or log on to the following website <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/PlanHoldersList/index.htm> .



Sharon Robinson, Project Manger

ADDENDUM NO. 3 ACKNOWLEDGED:

Signature of Bidder

Date