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**ATTENTION ALL BIDDERS**

ADDENDUM NO. 1 to the  
Contract Documents for  
**Request for Quotation 269454**  
for the

**RFP- Measure AA - Oakland Children’s Initiative Implementation Partner(s)**

**Date: September 13, 2022**

**From: The City Administrators Office and Workforce and Employment Standards**

**To: Prospective Bidders**

1. This Addendum No. 1 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.
3. The Submittal date **remains the same.** Proposals are due Wednesday, September 21, 2022 at 2:00 pm. Pacific
4. Please find the following questions and answers:
  1. Q: What is the web address for the RFP?  
A: You must register with iSupplier. Registration link is: <https://www.oaklandca.gov/services/register-with-isupplier>. You can also find a PDF version on the Children’s Initiative Oversight Commission Website at: <https://www.oaklandca.gov/boards-commissions/childrens-initiative-oversight-commission>
  2. Q: Where can you find the NAICS number?  
A: You can locate your NAICS number: [www.census.gov/naics](http://www.census.gov/naics); additionally there is a link to this page on iSupplier.

3. Q: Can you add more than one NAICS number?  
A: Yes, you can add more than one number
4. Q: Will FAQs be updated on a rolling basis or will they be done all at once?  
A: We will provide answers to questions on a rolling basis. All questions and answers will be uploaded to the [Children's Initiative Website](#) so that everyone can access the information.
5. Q: Most agencies for this RFP will be in educational providing organizations, should we enter the 61 NAICS number?  
A: Yes, try to get as close to the product and services your firm provides.
6. Q: The RFP is due on September 21<sup>st</sup>. If awarded, what is the fiscal calendar for administering services?  
A: Assuming timelines are met, we are looking for contracts to commence January 1, 2023. The RFP has timelines listed for the entire process including contracting process.
7. Q: Will the recording for the voluntary pre-proposal meeting be made available to the public?  
A: This recording will not be made available but will be utilized to update FAQs which will be made available to all. The recording is now available on the [Commission website](#).
8. Q: Have estimates of when the RFP will be made available on the Commission website?  
A: The RFP will be made available before noon on August 31, 2022.
9. Q: Is an organization Oakland business tax certificate the same as the Oakland tax license?  
A: Yes, it is the same.
10. Q: Will questions be posted on on-going basis or just on the 16<sup>th</sup>?  
A: Yes, they will be posted on an on-going basis.
11. Q: Many of the RFP questions appear to be aimed towards service providers, our understanding as the implementation partner may also be a passthrough role. How would you like agencies who are not direct service providers to approach the proposal?  
A: Essentially, you know your business and the services you provide to the community. If you are going to be a passthrough, consider your partnerships, what does that passthrough look like? How do you partner with agencies to realize the outcomes that are outlined in the RFP. Answer narrative questions to the best of your ability and consider the five-year lifespan of the contract.
12. Q: Do you anticipate awarding one organization the entire contract or several organizational entities to implement different aspects of the scope of work?

A: It depends on the applicants. It is feasibly possible that one entity could provide both but if not, it will likely be a one and one situation. When preparing your bids, be sure to indicate what portion of the RFP your organization is bidding on.

13. Q: Regarding actual submission, should everything be in one single PDF or any other parts be uploaded separately.

A: It should be one PDF document submitted as a whole.

14. Q: Regarding schedules, confirming checklist on the RFP are complete and the only schedules we are required to submit are E, I, O, and W. As for schedule E, how are we to use this as we aren't hiring contractors. Are we required to submit this?

A: On schedules: Yes, those are the only schedules required when submitting your proposal. Although you may not have any subconsultants or participants on project, yes, we ask that you still submit schedule E. We would like to emphasize, when submitting schedule E, it is important to note that you must have some participation listed i.e. if you do not have any sub-consultants so hopefully your company is the one that is certified. The amendments to the program states that if your proposal schedule E with no S/LBE participation, that your proposal not be accepted. In that amendment, it also states that you must have some participation listed and that is why certifications were discussed in the mandatory pre-proposal meeting. It is an important component to the City's local / small local business program. Although you may not have sub-consultants, please submit this required schedule E and write across the form, "no sub-consultants." Reminder, in order to be counted, you must be certified.

15. Q: Current grantee is utilizing iSupplier, do they have to upload certificates (local small business certificate) is it already accessible to the City? Is that through the City of Oakland website?

A: Just include it in your proposal. Please make sure it is current and it is set to expire, please ensure you get that up to date. If you want to make sure you are up to date on your certification, there is a City of Oakland website, if you need a copy contact Contract Admin: Paula Peav at [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov) or Contract Compliance Officer: Vivian Inman at [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov) for document.

16. Q: Regarding the references, can you clarify what is needed? The wording around Prime Consultants and Proposed Project Managers does not clearly apply to this RFP.

A. If you have a proposed manager/consultant, there should be references for that individual on their capacity and capability to move this work forward. We want to make sure staffing that is aligned to program have the background and capacity to achieve outcomes in RFP.

17. Q: Clarification on the funding process for OUSD and Oakland Head Start. The originating legislation expanding services and the RFP use different language to describe the process of funding and assessing if capacity is reached. What does

this look like? What is the implementation partner role? How much of the funds are anticipated to be available in the first few years?

A: This is essentially what your plan/proposal should articulate. OUSD and Oakland Head Start are high priority in being served and supported with this funding, as outlined in the [ordinance](#). We will be looking for the strategies you would use to support this priority. There is no specific guidance on percentages.

Available funding, City projections for future years are not available at this time but anticipate they will be at least equivalent to year-one. Year-one amounts for early childhood, college access, and oversight, accountability, and evaluation funding are outlined in the RFP.

18. Q: Are contractors the same thing as non-profit to which we make sub-grants for specific services?

A: Yes, they are. Sub-consultants and sub-grantees are considered the same.

19. Q: Is there expectation for a planning phase given newness of the commission, accountability officer, and receipt of funds. Planning also relevant considering the unresolved litigation related to [Alameda County] Measure C?

A: Yes, there is an awareness of newness of Measure AA and while there are specific outcomes associated, they are general overarching in nature. We are looking to proposed plans for implementation that would be developed, planning should be factored, as appropriate, in your organization's proposal.

20. Q: Do we also need to address the prime consultant component or will references for the proposed project manager fulfill this requirement?

A: It depends. If your prime consultant(s) that you are partnering with that will be a key implementation partner you would need to fulfill the requirement. If no prime consultant then you do not need to submit.

21. Q: We are assuming that beyond OUSD and Oakland Head Start, recipients can include the mixed delivery system of centers, family child care and family, friend and neighbor. The ordinance and the RFP specifically mention FFN, family child care is not mentioned. Our assumption is that it includes FCCs.

A: Yes, that assumption is correct. Mixed delivery system is included and there is some center language in the ordinance.

22. Q: The RFP states that the early childhood implementation partner must be administered by a public agency, I interpret that to mean, non-profits are not eligible?

A: That is correct. That does not prohibit the public agency being a partner with those agencies.

23. Q: If the applicant is not a non-profit what, if anything, do we use to substitute the IRS letter and exempt form 990?

A: If you are not a non-profit agency, you need not worry about the 990 or IRS letter. In the case of a non-profit of course you will need to submit the

documentation. Non-profits vs. profits, profits would not have a requirement such as that.

24. Q: Is schedule D required for S/LBE points?

A: No, S/LBE is based on participation that you received. Your firm must be certified at least by 50% to receive the points. If your firm is not certified at the time of submission, then we cannot count you. In order to be counted, you must be certified. You also cannot be in the process of certification when you submit proposal as you will not be counted.

25. Q: How do S/LBE requirements apply to public agencies?

A: It does not apply to public agencies. In the case of a public agencies we ask the schedule S/LBE be submitted indicating the public agency and when we do the compliance review, will move to the bottom since this does not apply to public agencies at all. S/LBE applies to non-profit agencies that are a separate category.

26. Q: The S/LBE requirement does not apply to public agency does the certification requirement with the City of Oakland apply?

A: Either one will apply.

27. Q: There are no character/word counts listed in the RFQ. Can you supply those?

A: There are no character limits for your responses. This is a very new initiative and so would suggest being mindful but be as detailed as possible on your relevant experience which would make your agency the right implementation partner for this specific scope of work.

28. Q: Some schedules are mentioned in the later pages of the RFQ, but it's unclear whether they will need to be submitted, such as N, N-1, and P. I am hoping this will be clear once I can enter the submission part of the portal.

A: All schedules listed are required in your submission. It is a City requirement.

29. Q: I am having difficulty determining how to align the scoring rubric with the narrative questions supplied in the RFQ. While the general themes in both are the same, it's unclear to me, for example, which narrative responses will be scored for the 25 "qualifications" points. I see the RFQ says the evaluation metrics are subject to change.

A: This is subject to the overall scores of those who are selected to review the applications. There are no set points for each individual question.

30. Q: With regards to the budget, the RFQ seems to reference the current fiscal year, 2022-23, as though it is in the future. [For example, there is this question: What is changing from the current year to what is proposed for 2022- 2023? And, there is this statement: The budget proposed should be an appropriate and accurate projection of the program expenses for one program year: FY 2022-2023 (July 1, 2022 to June 30, 2023)] But FY 22-23 is underway now and will be half over when the grant period begins. Can the money allocated for the current fiscal year be spent on activities that occur before the grant period, in the first half of FY

2022-23? In what format should we submit a budget, and budget narrative, for 2022-23 - a PDF of our own spreadsheet? (I saw no mention of a budget template.)

A: Funds currently listed in the RFP and are now available are for this fiscal year. Based on the timeline in the RFP, the Implementation Partner will have 6 months to implement but the contract is for 5 years. There is language in the ordinance that speaks to any remaining balances and how that can be invested for the following fiscal year. This is not retroactive, an agency cannot account for any expenses incurred before any actual contract begins. For RFP, use the budget template utilized by your agency which reflects staff/administration and costs for the program implementation.

31. Q: Does the requirement for references apply to this RFQ? (See page 30 of the RFQ, which is numbered page 27.) I am only asking since this RFQ was designed for other kinds of contractors.

A: Yes, all items within this RFP are required.

32. Q: Regarding subcontractors, the RFQ states (on the page numbered 9), "The Oakland Promise Fund Implementation Partner may subcontract with other entities on an annual basis per a process to be developed by the Children's Initiative Oversight Commission." Should we include nonprofits with which we subcontract in our budget? Should we list them on Schedule E even if they are not "consultants?"

A: If you already have potential partnerships where those entities will benefit from the Children's Initiative Funding, yes, do include them. Make sure to clarify the partnership in the narrative (where appropriate) and list them in the Schedule E.

33. Q: I am wondering if we can rollover unspent funds in Year 1 into Year 2 (and beyond) as the first year is a six-month period. You had instructed that there is language in the ordinance that speaks to any remaining balances and how that can be invested for the following fiscal year but I am not finding this in the ordinance. Can you advise?

A: The Funding for Oversight, Accountability, and Evaluation fund, Section 1603 in the ordinance, has specific language on unspent funds. The Early Education Fund and the Oakland Promise Fund are not as explicit. Any unspent funds, at this time, will be subject to contract negotiations.

34. Q: What is the allowed indirect rate for the Measure AA RFP budget proposals?

A: Currently, there is not a set allowable indirect associated with this RFP. When submitting your budget proposals, please showcase your projected true costs are to realize the scope of work and outcomes outlined in the RFP.

35. Q: Can you confirm if we are supposed to design the Year 1 budget as expending the full budgeted amount in the six month period Jan-June 2023? Or can we project our first year from Jan 2023-Jan 2024?

A: To be clean and keep in alignment with existing fiscal allocations, it is

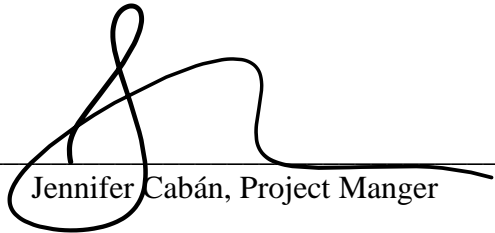
recommended that for the purposes of your proposal, Year 1 be reflective of the fiscal year FY22/23 for 6 months. Year 2 would be FY23/24, etc. It is understood that it is a tad unrealistic to expend the full amount in a six month period but encourage you to be as realistic as possible on what can fully be achieved in that time period.

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 Invitation to Bids for Construction and Professional Service projects and invoice payments. If you have already registered via iSupplier, thank you in advance.

Once you have completed the process, please send an email to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov) with the RFP/Q name and/or RFP/Q number on the subject line and we will add you to the invitation list.

For questions regarding the following topics below:

- iSupplier questions or requesting to receive an invitation to participate in a project, please send an email to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov).
- Project related questions, contact the Project Manager, Jennifer Cabán [jcaban@oaklandca.gov](mailto:jcaban@oaklandca.gov).
- Contract compliance questions, contact Vivian Inman at 510-238-6261.
- Contract administration questions (e.g., planholders list, attachments, etc.) please call Paula Peav at 510-238-3190 or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunities>.



Jennifer Cabán, Project Manger

ADDENDUM NO. 1 ACKNOWLEDGED:

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Signature of Bidder

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Date