



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612
OFFICE OF THE CITY ADMINISTRATOR (510) 238-3301
Edward Reiskin FAX: (510) 238-2223
City Administrator TDD: (510) 238-3254

ATTENTION ALL BIDDERS

ADDENDUM NO. 2 to the
Contract Documents for
Request for Quotation 269454
for the

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

Date: September 19, 2022

From: The City Administrators Office and Workforce and Employment Standards

To: Prospective Bidders

1. This Addendum No. 2 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 2 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: Do we need to submit a separate billing rate list or will our project budget and budget narratives fulfill this requirement since it will include all pay rates and benefits? How should this show up in the proposal?
A: The billing rates list allows City staff to evaluate hourly rates that will be billed to the City for individual positions working on activities covered under the grant. The billing rates document should list the job classification and the rate hourly rate to be charged by the organization. Although there is not specified format required, organizations can utilize the example table shown below.

Job Title	Hourly Rate
Position 1	\$
Position 2	\$
Position 3	\$

2. Q: Budget modifications, is there room for modifications considering we do not have actuals?

A: An applicant recommended for funding should expect that City staff will have recommendations for modifying Scopes of Work and Budgets. In addition, City staff will confirm the funds available for grantmaking prior to entering into negotiations with individual grantees. During contract negotiation, scopes of work and budgets will be reviewed in detail and negotiated as necessary to ensure that they meet the goals, objectives and policies of Oakland Children's Initiative and the Children's Initiative Oversight Commission.

3. Q: I missed the mandatory pre-proposal meeting, can I still apply?

A: Unfortunately, all bidders are required to attend a “mandatory pre-proposal meeting” and we are unable to add a special mandatory pre-proposal meeting to the schedule at this time. While you are not able to be a sole bidder, you could potentially partner with a prospective bidder who attended the mandatory session.

4. Q. What are the instructions regarding the submission of documents for Local Business Enterprise (LBE) Certification, Small Local Business Enterprise (SLBE) Certification, and Very Small Local Business Enterprise (VSLBE) Certification

A: The webpage for certification is listed below. Please follow the instructions and use the Assessment User Guide to aid in the Certification Process. Please upload all required documents to the iSupplier account for the organization.

<https://www.oaklandca.gov/services/local-business-certification>

The following current documents must be uploaded into the company’s iSupplier profile before the analysis for certification will begin:

1. Copy of Current City of Oakland business license.
2. Copy of Current Professional license, certificate, or permit (if applicable).
3. Copy of Current company’s lease or rental agreement for a business address or proof of ownership (property tax statement or deed) if owned.
4. If a Corporation- a copy of the “Secretary of State” letter of

incorporation.

5. For Non-profit entities and organizations (copy of the IRS letter of determination).
6. W-9 form
7. Last three years' tax returns (first page only) plus Schedule C if a sole Proprietor.
8. DE6 or DE9,
9. A list of the employees that work from the Oakland office and the percentage of time they work from the Oakland office?
10. Three contracts/billing for work conducted by the company from the Oakland business/office address.

Please see this Assessment User Guide

<https://www.oaklandca.gov/documents/isupplier-user-guides> to help you navigate through the online process. If you have any additional technical questions, please email us at isupplier@oaklandca.gov.

5. Q: If our nonprofit organization does not meet the "small" business definition but does meet the "local" definition, does that mean we need to subcontract out a certain % of the budget to VSLBE certified organizations?
A: Both non-profit and private organizations have the same requirements. The Certification Designation will reflect if the organization is Not-For-Profit in the Certification Letter. [Fifty percent] (50%) local business participation requirement must be met with a minimum participation of 25% for Local Business Enterprises (LBE)/Local Not for Profit Business Enterprise (L/NFPBE) and 25% for Small Local Business Enterprises (SLBE)/Small Local Not for Profit Business Enterprise (S/LNFPBE). SLBE and SLNFPBE may meet the full 50% requirement.
6. Q: Do public agencies need to meet any VSLBE requirements and, if not, do a certain percentage of our subcontractors need to meet VSLBE requirements?
A: Public agencies are exempt from VSLBE. Please see the question above with support of small business.
7. Q: Upon reviewing the Measure AA RFP and addendum, we noticed that it calls for the Implementing Partner organization awarded the Children's Initiative Grant to have a 'local' and "small business" status or have a percentage of the awarded grant subcontracted to 'local small businesses.' While we qualify for the 'local,' it is unclear whether we will qualify for the 'small business' status. Also, it asked that the implementing organization have that business certificate be operational with the *small business* certificate for one year. As we have mentioned in other emails, we do not currently have that certification and have submitted all documents on iSupplier and awaiting approval as a 'local' business. Our understanding is that not having the certificate would not disqualify us. And even with a 'local' certification, a percentage of our proposed budget would have to be allocated to other orgs with '*small business*' certification. A cursory review of the iSupplier website

does not show any of our current partners with that small business certification.

Is there an opportunity to:

- **Waive the 'small business' requirement** and the accompanying need to subcontract a percentage to small businesses, given that we meet all the other criteria outlined in the RFP.
- Or
- **Work with our sub-contractors**, whom we know are small businesses in Oakland, **to obtain the certification within the first two years of the award should we be chosen as the Implementing Partner.**
- A: Firm must be certified in order to be counted towards the L/SLBE 50% participation requirement. Firms can only be certified in one category, either Local or Small Local. Firms that are certified as Local must award 25% at a minimum to a certified small local business and the remaining percentage will apply to the certified LBE firm or use the services of a VSLBE firm and receive double counted value, (I.e., 12.5% to a certified VSLBE firm for a double counted value of 25%) and the LBE being a certified firm may receive the remaining value.

At this time we are unable to waive the L/SLBE requirement. Requests for waivers of the program requirement would have to be requested by the initiating agency and are performed prior to release of an RFP/Q. Also that request would be based on availability, particularly when there are less 3 certified in a category.

Firms may apply for certification at anytime, however in order for their participation to be counted towards the requirement they must be certified when proposals are due.

Please note if a firm does not meet the L/SLBE requirement, but has some SLBE participation listed on the Schedule E, if the firm is selected they may adjust their participation to meet the requirement prior to contract award.

8. Q: Could you please tell me what the Transmittal Letter is? (Page 23). Is this the same a cover letter that should be attached as the first page of the proposal?

A: As stipulated on page 23 of the RFP, the transmittal letter is a required element of the proposal and should be "*[a]ddressed to Edward D. Reiskin, City Administrator, Office of the City Administrator, City Hall, 1 Frank Ogawa Plaza, 3rd Floor, Oakland, California, 94612. (Please do not submit*

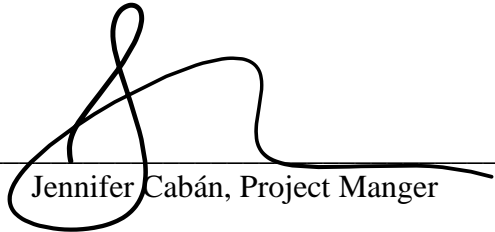
proposals to this address or forward proposals to this address.)" In addition, the transmittal letter must be "[s]igned by an officer of the consultant. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign." The transmittal letter can be understood as a cover letter which indicates which RFP that the proposal is responding to and identifies the organization(s) and person(s) to contact if there are any questions regarding the contents of the proposal.

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 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.
- Project related questions, contact the Project Manager, Jennifer Cabán 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:

Signature of Bidder

Date