

ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to the
Contract Documents for
Request for Proposal (RFP)

for Career Services Provides and Comprehensive Career Services Provider/One Stop Operator

Date: February 7, 2019

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

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. A pre-proposal meeting was held on Monday, January 28, 2019 and attached please find the **Sign-In Sheet**.
4. The Submittal date **remains the same**. Bids are due Wednesday, March 6, 2019 at 2:00 pm.
5. Please find the following clarifications:

Page 8, Figure 1: Estimated Funding Availability Per Region
Remove Region
Add Service Area

Page 8, First Paragraph:
A bidder may receive an additional \$25k-\$75k to serve as the Comprehensive AJCC Career Services Provider and One Stop Operator
Change to Comprehensive AJCC Career Services Provider/One Stop Operator

Page 21, Scope of Services: Overview of Solicited Services: Third Paragraph.
Remove sentence. The One Stop Operator will also support transition from past AJCC contractors by assuming active cases.

Page 28, Required Partnerships:
Remove AJCCs
Add the Comprehensive AJCC Career Services Provider/One Stop Operator is required

Pages 29, Regional Partnerships:

Remove: Each OWDB contractor will be required assign a representative to participate in monthly meetings of EastBay *Works*.

Page 33, AJCC Transition Services:
Remove paragraph.

Page 53, Independent Auditor's Report
Change to 17. Independent Auditor's Report

Pages 58, section E: Possible Bonus Points
Remove L/SLBE Certified Business Participation (3 points)
Remove (2-11 points)
Add (0 - 8 points):

6. Please find the following questions and answers:

The following are the questions and answers received as of January 28, 2019.

Question 1: What if the presenter appear to be unprepared? What if the presenter's accent is hard to understand?

Answer:

The presenters from the City of Oakland Contract and Compliance Division reviewed the following: (Page 60): Appendix A:

- i. Required Proposal Checklist
- ii. Required Proposal Forms
- iii. OWDB Training Services- Policies and Procedures
- iv. OWDB Supportive Services- Policies and Procedures
- v. Sample City of Oakland Professional Service Agreement
- vi. Sample Quarterly Program Report
- vii. Stand-Alone Schedules Required Before Full Contract Execution
- viii. City Schedules and Policies

Question 2: Who is currently providing One Stop Operator services in RFP?

Answer: The Oakland Private Industry Council (OPIC) is currently the One Stop Operator.

Question 3: Who is currently providing Career Services in each location offered in RFP?

Answer: We have two Career Services providers:

- The Unity Council, 1900 Fruitvale Avenue, Oakland, CA;
- Oakland PIC:
 - 268 Grand Avenue, Oakland, CA
 - 1801 Adeline Street, Oakland, CA
 - 200 Bancroft Avenue, Oakland, CA

Question 4: Are the career services providers (as opposed to the one comprehensive services provider/one stop operator) considered full affiliate sites or simply access points?

Answer: (Page 22; B. AJCC Career Services Provider, 2. Population to be Served; 1st Paragraph) Other than the Comprehensive Center all sites will be AJCC Career Services Providers.

Question 5: If an organization is pursuing grants in two separate geographical areas, are two proposals required?

Answer: (Page 7) Bidders must identify in their proposal the geographical area(s) of Oakland they intend to serve.

Question 6: Are there preference points for SLBE? What are those? Are there preference points for Oakland resident staff?

Answer: (Page 58) There are no preference points for L/SLBE.

Question 7: Since 1-3 contracts may be awarded for the AJCC Career services providers, would the City of Oakland be interested in funding providers with expertise to reach specific population groups (e.g. immigrants) and for specific workforce sectors (e.g. healthcare)? In other words, is the goal/outcome of the RFP to create a system of providers rather than a single provider if such qualified providers apply.

Answer: We cannot comment on the design of potential responses to the RFP. We encourage applicants to look thoroughly at the guiding documents that are referenced (Pages 11-16).

Question 8: Do the service sites have to be only within the zip codes listed?

Answer:

- (Page 8: Figure 1: Estimated Funding Availability – Zip Codes).
- (Page 27; 10. Facility and Operations; 1st Paragraph). Each AJCC will maintain at least one physical site in the City of Oakland...
- (Page 54-55; Program Design and Service Delivery). In this section, the bidder should: Demonstrate a clear understanding of the priority populations, and provide clear, well-designed plans to reach these populations: Highlight the populations that will be served by your program, and specific high priority population you will work to reach. Describe estimated numbers and types of people you will serve

Question 9: The language on page 27, facilities and operations is unclear. Can an organization based in 94610 but having a career center in 94607 apply for the AJCC/comprehensive from the 94610 facility?

Answer: (Page 27; 10. Facility and Operations; 1st Paragraph). Each AJCC will maintain at least one physical site in the City of Oakland... For additional clarity, please see the answer to Question 8 above.

Question 10: How much are the preference points for leveraged funds of 50%, 100%, and 200%?

Answer: (Page 58) The Possible Bonus Points are as follows: Documented cash match equivalent to 50% (2 points), 100% (4 points), or 200% (8 points) of the amount requested from OWDB. (Please also reference the answer to Question 6).

Question 11: Page 58 possible bonus points sets forth L/SLBE certified business participation 3 points?

Answer: (Page 58). There are 0-8 Possible Bonus Points. There are no L/SLBE bonus points.

Question 12: Is there going to be a separate RFP for business services/rapid response.

Answer: No. OWDB has two RFP's: Adult and Youth.

Question 13: (Page 52) #14 – Standalone schedules: Are there any additional schedules required, aside from E, O, and W?

Answer: No additional schedules are required.

Question 14: Is there any barriers for 501c that have never contracted with OWDB?

Answer: (Page 6) D. Eligible Bidders for This RFP. All 501(c)3 non-profit organizations, public or private educational institutions, government units, public agencies, or private for-profit organizations properly organized in accordance with Federal, State, and local law and in business for at least one year are eligible for funding. Also see general City of Oakland eligibility information in Section 1A (page 4).

Question 15: What are the items that are to be stricken?

Answer: See number 5 above.

Question 16: Is there an ongoing process to encourage partnership?

Answer: The scope of partnerships required for the RFP are outlined on pages 28-31.

Question 17: Are subcontractors allowed for a consortium model?

Answer: (Page 30; e. Subcontractors). Please see the three paragraphs in the RFP that outline subcontracting.

Question 18: Is this bidder's conference mandatory to attend to apply?

Answer: No. Please see the RFP cover page (the line after Due Date) Voluntary Pre-Proposal Meeting.

Question 19: If you are pursuing more than one geographical area, do you submit more than one budget?

Answer:

Page 7, (D. Eligible Bidders For This RFP; 1st paragraph on page 7). A bidder may submit one proposal to serve as the Comprehensive AJCC Center Service Provider/One Stop Operator. And one proposal to serve as an AJCC Career Service Provider. Bidders seeking to provide AJCC Career Services in multiple geographic areas must clearly delineate the areas to be served in the proposal.

Page 8, Figure 1: Estimated Funding Availability- Zip Codes).

Page 58, Budget and Budget Narrative). In this section, the bidder should:

Demonstrate that you have a realistic, reasonable, and cost-effective budget.

Complete the attached Budget Form.

In your budget narrative, describe each expense indicated on the Budget Form, provide a calculation of the expense, and explain why the expense is realistic, reasonable, and cost-effective. Include a total cost to WIOA per client served. Describe leveraged funds, whether committed or proposed, and the anticipated sustainability of these funds ...

Question 20: Which part of Oakland is 2000 San Pablo considered (West, Central/Fruitvale, etc)?

Answer: The OWDB cannot comment on where 2000 San Pablo is located.

Question 21: Could you provide me with a list of AJCC Career Service Providers- Comprehensive Career Services Provider/One Stop Operator in the East Bay that would qualify to pursue this grant?

Answer:

Page 6, (Overview of the Workforce Innovation and Opportunity Act; 2nd paragraph on page 6). For reference and information on WIOA, the following websites may be helpful for locations of East Bay Career Services Providers:

EASTBAY Works: <http://www.eastbayworks.com>

Career One Stop: <https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>

Page 6, (. Eligible Bidders For This RFP; 1st paragraph on page 6). All 501(c)3 non-profit organizations, public or private educational institutions, government units, public agencies, or private for-profit organizations properly organized in accordance with Federal, State, and local law and in business for at least one year are eligible for funding. Also see general City of Oakland eligibility information in Section 1A (page 4).

7. All Contractors working with or anticipate working with the City of Oakland must register through iSupplier at the following link <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/index.htm> 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.
8. Once you have completed the process, please send an email to iSupplier@oaklandca.gov with **“RFP for On-Call America’s Job Center of California (AJCC) Career Services Providers and Comprehensive Career Services Providers/One Stop Operator”** as the subject and we will add you to the invitation list for future notifications of contracting opportunities with the City of Oakland.
9. 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., planholders list, attachments, etc.) please call

RFP for On-Call AJCC Career Services Providers and Comprehensive Career Services Providers/One Stop Operator

510-238-3621, fax your request to 510-238-6267 or log on to the following website
<https://www.oaklandca.gov/services/active-closed-opportunities>



Enjema Hudson, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Bidder

Date