



**CITY OF  
OAKLAND**

**ATTENTION ALL BIDDERS**

ADDENDUM NO. 3 to

RFP FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I  
ADULT, DISLOCATED WORKER, AND YOUTH PROGRAM SERVICES AND RELATED  
DIRECT SERVICES

**Date:** January 13, 2025

**From:** Economic & Workforce Development Department [City of Oakland Workforce Development Board (OWDB)]

**To:** Prospective Proposers

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1. This Addendum No. 3 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 3 in the space below and attach this signed document to the Proposal.
3. Please see important addendum information below:

**Proposal Submittal Deadline Extended** from Friday, January 16, 2026, to Tuesday, January 20, 2026, 5:00p.m., Pacific Time.

4. For questions regarding the following topics below:
  - i. Project-related questions, contact Contract Administration, [contractadmin@oaklandca.gov](mailto:contractadmin@oaklandca.gov)
  - ii. For Contract Administration questions (e.g., attachments, etc.) please email [contractadmin@oaklandca.gov](mailto:contractadmin@oaklandca.gov)
  - iii. Open contracting opportunities <https://apps.oaklandca.gov/ContractOpportunities/>
  - iv. iSupplier questions and/or requests to receive an invitation to participate in a project, please send an email to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov)

If you have already registered via iSupplier and did not receive an invitation for this project, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) with “RFP for Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth Program Services and Related Direct Services” as the subject and we will add you to the invitation list.

**1. Please find the following questions and answers:**

a. **Question:** *Will there be OWDB in-kind resources available to offset costs of hosting the four job fairs and employer/community convenings, in addition to the \$200,000 annual program budget? Or should applicants budget for full costs related to hosting these events? For example: venue fees, special event permitting, security, and AV costs.*

**Answer:** OWDB is receptive to providing in-kind support for these activities where it is feasible. However, proposers should budget for full costs. During contract negotiations with the successful proposer, OWDB representatives will identify aspects of the proposer's program for which in-kind support can be offered. Any funds budgeted for which in-kind support is identified during negotiations would be allocated to other line items within the contractor's budget.

b. **Question:** *As allowed by WIOA (CFR Sec. 683.295), would the board consider making a contract (without the 10% administrative cap) for One Stop Operator Services, if the contracted entity met all federal requirements for WIOA subcontractors?*

**Answer:** Administrative costs, as defined by WIOA ([see 20 CFR § 683.215](#)) will be limited to 10%. During the proposal review process, OWDB representatives will examine proposed administrative activities and costs. With respect to [20 CFR § 683.295](#) for eligible for-profit entities, OWDB will consider acceptance of proposed profit to the extent that it is reasonable, necessary, and allowable.

c. **Question:** *Which City attachments/schedules are required to be submitted with the proposal. The RFP, Addenda 1, and Appendix A-1 seem to conflict each other regarding which City schedules are required with proposal submission.*

**Answer:** Addendum 1 clarified conflicting information regarding schedules required at the time of proposal submission, as noted in Appendix-A1 and Appendix E. The only City schedule required to be submitted with proposals are Schedules N, & N-1. Any additional required City schedules will be requested upon award.

d. **Question:** *On page 19, it states: "For each service category in which an organization is submitting a proposal, OWDB must receive in two separate files, titled as follows:*

- *File 1: "Name of Submitting Organization" - "Service Category" - Main Proposal*
- *File 2: "Name of Submitting Organization" - "Service Category - Proposal Budget"*

*Should the signed Addendum 1, 2, etc., Schedule N, and Schedule N-1 be included in File 1 or File 2?*

**Answer:** These items should be included in File 1 – Main Proposal.

e. Question: *On page 69, it states, "In preparing the narrative, proposers should restate each question and follow with their response." The Proposal Narrative Questions take up approximately 4 pages. Does the 25-page page limit for the Proposal Narrative include the restatement of each question?*

*Answer:* Yes. The restatement of each question and corresponding responses are included in the 25-page limit for the proposal narrative.

*Ruby Sifflet-Hill*  
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Ruby Sifflet-Hill, Purchasing Supervisor

ADDENDUM NO. 3 ACKNOWLEDGED:

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Signature of Bidder

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Date