



DALZIEL BUILDING • 250 FRANK OGAWA PLAZA, SUITE 3315 • OAKLAND, CALIFORNIA 94612

DEPARTMENT OF ECONOMIC AND WORKFORCE DEVELOPMENT

(510) 238-3627
FAX: (510) 238-2226
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ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to the
Contract Documents for
Request for Proposal 268021
for the

**FY 2022-25 OAKLAND WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) AND
RELATED DIRECT SERVICES**

Date: April 11, 2022

**From: The Department of Economic and Workforce Development 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 Friday, April 22, 2022 at 2:00 pm.
4. Please find the following questions and answers:
 - a. Q: What is the RFP number?
A: The RFP number is 268021
 - b. Q: Do we need a current city of Oakland business license for this RFP?
A: Yes, if you plan on doing business in the City of Oakland, you will need a City of Oakland Business License. You will need a valid business license in order to enter into an agreement with the City.



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- c. Q: Do subcontractors also need Oak business license?
 A: Yes, if you plan on doing business in the City of Oakland, you will need a City of Oakland Business License. You will need a valid business license in order to enter into an agreement with the City.
- d. Q: Are you saying that at least 50% of each contract must go to L/SBE if the contract is over \$50k?
 A: See table below.

Business Type	Minimum Participation
Local Business Enterprises (LBE) or; Local Not for Profit Business Enterprise (L/NFPBE)	25%
Small Local Business Enterprises (SLBE) or; Small Local Not for Profit Business Enterprise (S/LNFPBE)	25%
Total Requirement	50%
Small Local Business Enterprises (SLBE) or; Small Local Not for Profit Business Enterprise (S/LNFPBE)	50%
Total Requirement	50%

- e. Q: If we do not have a current City of Oakland Business License can we apply for one right now and it be approved before we submit the RFP?
 A: Yes. If you plan on doing business in the City of Oakland, you will need a City of Oakland Business License. You will need a valid business license in order to enter into an agreement with the City.
- f. Q: Is the Local/Small Local Business Enterprise Program outlined in the RFP or is this info separate?
 A: The Local/Small Local Business Enterprise Program is summarized in the RFP on page 32. Program guidance can also be found at: https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf



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- g. Q: What is used to establish these (Local/Small Local Business Enterprise Program criteria)?
A: Please refer to the program guidance at: https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf
- h. Q: Where do we submit Schedule E-2?
A: Schedule E2 is to be submitted along with the proposal, the department will gather and submit to DWES.
- i. Q: Do the funding amounts listed include work experience, participant training, and supportive service funds?
A: 1) For WIOA youth and “Oakland Forward” program providers, work experience is inclusive of the total budget; 2) For WIOA adult/dislocated worker program providers, training and supportive services are a separate amount based on a percentage of available adult and dislocated worker funding for FY 2022-23.
- j. Q: Can you define what "On-Call" means? Does that mean ad-hoc?
A: The OWDB is under-going a competitive procurement process for a specific set of workforce development services for the current funding available (WIOA & “Oakland Forward”). As the OWDB seeks additional funding and as programs become available, we will have established a list of approved on-call service providers who would be eligible to receive the funding through this process until June 2025.
- k. Q: Is “Oakland Forward” in lieu of Summer Earn and Learn?
A: No. “Oakland Forward” is a separate program from Summer Earn and Learn and is funded by the California Youth Workforce Volunteers for All.
- l. Q: For "Oakland Forward” contracts, what is the minimum number of youth served annually you will consider?
A: There is no minimum number of youth to be served annually, applicants should propose goals based on funding and program design and will be negotiated once awarded.
- m. Q: In "Oakland Forward", re-work activities that "promote climate resilience and improve neighborhood conditions", does that include improving neighborhood conditions like reducing violence, or is it exclusively climate-related?
A: Refer to page 30 Section 5.b “Focus Areas and Activities” for guidelines.
- n. Q: To clarify, we need to submit a separate proposal for each service category or subcategory?
A: Yes.



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- o. Q: We are a nonprofit specialized in helping formerly incarcerated individuals with employment services and we also work with employers to connect them with our candidates in the program, what category would we be in for on call adult services?
A: Specialized AJCC.
- p. Q: For Oakland Forward, Performance metrics and outputs can we choose which performance metrics to focus on or do we need to use all of the 9 metrics listed on page 31?
A: We expect that the state will require to meet performance for all 9 metrics, but we will seek further clarification to confirm this.
- q. Q: Is Oakland Forward expected to be funded for the next three years like WIOA youth services?
A: Yes. For Program Years 2022-2025.
- r. Q: Is the Oakland Forward funding also subject to all the WIOA youth requirements?
A: No.
- s. Q: For Oakland Forward Performance Metric and output #2 of youth employed in each focus area, if we have 4 focus areas that intersect, can we say 100% or do we need to further define the percentages per focus area?
A: We are still waiting direction from the state and it has yet to be defined.
- t. Q: For "Oakland Forward" Performance Metric and Output #3: % of youth who retain jobs for the full term (3 months for summer jobs or 1 year), What is the term for year-round programs that enroll participants throughout the year? Successful completion of our program can be in 3, 6, or 12 months. Can we use these multiple terms that are specific to our program? Can we enroll in all 4 quarters?
A: The grant term is through June 2025 and activities for the program including enrollment, employment and retention, should be concluded by the end of grant term.
- u. Q: For "Oakland Forward" Performance Metric and Output #3: % of youth who retain jobs for the full term (3 months for summer jobs or 1 year), Can we re-enroll? If 3 months is a term, could we only use WIOA funds for 90 days or can we re-enroll or have a longer term? Can we re-enroll throughout all 4 quarters?
A: Re-enrollment will be evaluated on a case-by-case basis.
- v. Q: Page 16 states, "Letters of support that do not describe a commitment to deliver specific services or to provide funds to the proposed program should not be included." We have employer partners that provide post-program job placement opportunities, but



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they are not directly involved in the delivery of services. Would this qualify as appropriate letters?

A: Yes

- w. Q: Can you please say more about how the funding works? Say we receive \$100K this year, we have the opportunity to renew 2 more years? Is there an option to apply for more in future years if we'd like to ramp up the program? Also, will there be an opportunity to apply next year or is this it for 3 years?

A: The current RFP funding availability is on an annual basis with the option to renew through 2025 and is subject to availability. The next RFP for workforce services will be for FY 2025-28. All RFPs released through the OWDB are on an open, fair and competitive basis.

- x. Q: To further clarify are adult and dislocated worker vocational trainings (usually ETPL providers) included in the funding levels for adult and dislocated worker services?

A: WIOA adult/dislocated worker program providers will have training and supportive services allocated as a separate amount after awards have been approved and are based on a percentage of available adult and dislocated worker funding for FY 2022-23.

- y. Q: For "Oakland Forward" Performance Metric and Output #6: % of youth employed after conclusion of program (1-month, 6-months, 12-months). Can we pick the follow up interval?

A: No. The state requires to report within those specified intervals (1-month, 6-months and 12 –months).

- z. Q: For "Oakland Forward" Performance Metric #7: % of youth who report job satisfaction after at least one year of employment and #9: % of youth employed in public service job one year after program. Is this after a year of employment with us?

A: One year after placed into employment.

- aa. Q: Can our career services program be about a single industry? For example, career services in bio tech, construction, etc, but it's a single industry career services program?

A: Yes. This program should be applicable to the Specialized AJCC.

- bb. Q: Can Oakland Forward funds provide support to undocumented youth?

A: We will further confirm with the state if it is allowable to provide support to undocumented youth.



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- cc. Q: Does this RFP also support technology/software providers to support AJCC Career Services centers and programs?
A: Training providers are eligible to receive funding through AJCC service providers through individual training accounts (ITA) or customized training.
- dd. Q: Can local organizations on the Eligible Training Providers List (ETPL) that would receive Individual Training Account (ITA) funding count towards the 50% LBE/SLBE requirement?
A: ETPL programs that received ITA funding from AJCC providers to support participant training through WIOA does not count towards the 50% LSLBE. Please refer to the program guidance at: https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf
- ee. Q: We are a Cybersecurity and Professional Development skills training program for youth/adults. What is the first step for out of state training providers? Do we need to register in the state of California and City of Oakland?
A: If you plan to provide services under any of the categories listed in the RFP, you will need to have a valid business license prior to entering into an agreement with the City of Oakland.
- ff. Q: Do all 3 references need contract dates? Or do we only need to list the contract dates for references who are in contract with us?
A: No, contract dates are not needed. References for current contracts are acceptable and will be confirmed during reference checks.
- gg. Q: For the S/LBE certification requirement that the organization be certified for at least 1 year, could Alameda County SLEB certification count for that if our Oakland S/LBE is in process?
A: Per the program guidance (https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf), certifications with another agency do not constitute certification with the City of Oakland.
- hh. Q: Do you have a direct link for the business license?
A: <https://www.oaklandca.gov/services/apply-for-a-business-license-online>
- ii. Q: Do we have to have different staff and participants for each program we apply for? Can you clarify a bit more on how different the programs need to be? For example, could it be our work-based learning programs but at different sites?



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A: Each category and subcategory are distinct programs and should be responded to as such. You should not propose the same program for each category, services should be different and tailored to the project requirements. An applicant can respond with how they will leverage proposed programs with other categories if they wish to apply for more than one category. If staff will be allocated across programs, make sure to clearly delineate time allocated to each category.

jj. Q: For letters of support: Should we be including letters of support from partners who are not subcontractors, such as our employer partners? We understand the definition of subcontractors to be those who will be paid through this grant, but these are not our partners. We do not have subcontractors and so won't be submitting letters of support from them. But, should we add letters from partners to the Letters of Commitment/MOU section or somewhere else?

A: If you had subcontractors, then yes, you would want to provide a letter of commitment. Otherwise, any commitment letters from partner would be added to the Letters of Commitment/MOU section.

kk. Q: Do the participants for the "Oakland Forward" CA Youth Workforce Development Program need to be Oakland residents or does this refer to the location of the work project?

A: To qualify under this state funding program as awarded through this RFP youth and young adults should be aged 16-30. Priority should be given to young people who:

1. Have not participated in the #CaliforniansForAll College Program or AmeriCorps
2. May have difficulty finding employment
3. Are low-income
4. Are unemployed and/or out of school
5. Are or were justice-involved
6. Are transitioning from foster care
7. Are engaged with the mental health or substance abuse system
8. Youth in priority zip codes with racial disparities in unemployment, as identified in the OWDB Racial Equity Analysis (94621, 94603, 94605, 94601, 94607).

ll. Q: Can we define the % of the performance metrics for each grant or is that something you decide?

A: Performance Metrics for "Oakland Forward" can be defined by the applicant.



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- mm. Q: If we are applying for the youth strategy, will we need to submit two applications to apply for the two sub-strategies?
A: Yes, a proposal should be submitted for each category and subcategory. Ex: Youth Services, WIOA or Youth Services, “Oakland Forward” or Adult Services, One-stop Operator or Adult Services, Affiliate AJCC
- nn. Q: Can you provide guidelines for performance goals and metrics for Oakland Forward like you do for the WIOA programs?
A: We are still awaiting guidance from the state on specific performance metrics and goals and will provide further guidance as information is received.
- oo. Q: Can you provide clarity on what is needed for Schedule E? I think I heard that we cannot submit a blank copy of schedule E. But what if we have no subcontractors? I think I am just confused on this one so maybe you can point me in the right direction.
- pp. A: Please complete the top portion of Schedule E. If there are no subcontractors, you can indicate N/A in the listing section.
5. 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.
6. 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.
7. 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, Honorata Lindsay hlindsay@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-oppourtunities>.

