



**CITY OF
OAKLAND**

ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to

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

Date: December 17, 2025

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

To: Prospective Proposers

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. For questions regarding the following topics below:
 - i. Project-related questions, contact Contract Administration, contractadmin@oaklandca.gov
 - ii. For Contract Administration questions (e.g., attachments, etc.) please email 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

If you have already registered via iSupplier and did not receive an invitation for this project, please send an email to 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.

4. PURPOSE OF THIS ADDENDUM

This Addendum No. 1 is issued to correct errors, clarify inconsistencies, and provide alignment across the Request for Proposals (RFP) document.

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5. PLEASE FIND THE FOLLOWING SUMMARY OF CORRECTIONS AND CLARIFICATIONS:

- a. Table of Contents and Page Numbers
- b. Addendum References
- c. Incorrect Date Reference
- d. Terminology Consistency
- e. Question and Answer (Q&A) Schedule
- f. City Schedules Required with Proposal Submission
- g. Typographical and Formatting Clarification

a. TABLE OF CONTENTS AND PAGE NUMBER CORRECTIONS

Correction: The Table of Contents contains page numbers for appendices and addendum references that do not consistently align with the actual pagination of the final RFP document.

Clarification:

- The Table of Contents should be used as a general guide only.
- In the event of a discrepancy between the Table of Contents and the actual location of a section or appendix, the content appearing in the body of the RFP and appendices governs.

b. ADDENDUM REFERENCES IN SECTION III.C

Original Issue: Section III.C references an “RFP Addendum – Questions and Answers Document” but does not clearly distinguish between anticipated Q&A addenda and formal corrective addenda.

Correction:

- All Question-and-Answer documents issued in response to proposer questions shall be issued as Addenda via iSupplier.
- This Addendum No. 1 constitutes a formal corrective addendum and is separate from any Q&A addenda that may be issued later.

c. INCORRECT DATE REFERENCE FOR QUESTIONS ADDRESSED AT THE BIDDERS' CONFERENCE

Location: Section III.B – Proposal Information Session/Bidders’ Conference

Original Language:

“Questions submitted by potential proposers and others on or before October 31, 2025...”

Corrected Language:

“Questions submitted by potential proposers and others on or before **December 12, 2025...**”

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d. CONSISTENCY IN TERMINOLOGY: ‘BIDDERS’ CONFERENCE’ VS. ‘PROPOSERS’ INFORMATION SESSION’

Correction: The terms “Bidders’ Conference” and “Proposers’ Information Session” are used interchangeably throughout the RFP.

Clarification: These terms refer to the same event. For consistency, proposers should interpret both terms as referring to the **Proposers’ Information Session/Bidders’ Conference scheduled for December 16, 2025.**

e. QUESTION AND ANSWER (Q&A) SCHEDULE

The OWDB will issue responses to proposer questions through multiple Question & Answer (Q&A) addenda, as outlined below:

- **Questions submitted by December 23, 2025 (Close of Business)** will be addressed and posted by **December 29, 2025 (Close of Business)**.
- **Final questions must be submitted by January 9, 2026 (Close of Business)**. Responses to final questions will be posted by the **following week**.

All questions shall be submitted to ContractAdmin@oaklandca.gov. Responses to questions will be issued as formal addenda and posted through iSupplier. Verbal responses or responses provided outside of iSupplier shall not be considered official.

f. CITY SCHEDULES REQUIRED WITH PROPOSAL SUBMISSION

Original Issue: City schedules referenced in Appendix E. Page 76 (Appendix E) N, N-1, Q, and Z forms are not referenced within Appendix A-1 Page 51.

Clarification: Only Schedules N, & N-1 are required to be submitted with your proposal. Any additional required City schedules will be requested upon grant or contract award.

g. TYPOGRAPHICAL AND FORMATTING CLARIFICATIONS

The following non-substantive corrections apply throughout the RFP:

- Minor typographical errors
- Formatting inconsistencies in bullet numbering and spacing

These edits do not change program requirements, eligibility criteria, evaluation factors, or funding amounts.

Ruby Sifflet-Hill
Ruby Sifflet-Hill, Purchasing Supervisor

ADDENDUM NO. 3 ACKNOWLEDGED:

Signature of Bidder

Date

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Addendum No. 1

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Revised 04/2025