



# 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**

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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](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.

#### **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.

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

**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...**”

**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](mailto: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:

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Signature of Bidder

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Date