CITY OF OAKLAND

ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to
RFP FOR COMMUNITY VIOLENCE INTERVENTION SERVICES #407533

Date: March 25, 2026

From: Department of Violence Prevention

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 <u>attach this signed document to the Proposal.</u>

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

4. 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 Community Violence Intervention Services #407533"** as the subject and we will add you to the invitation list.

5. **Please find the following Questions & Answers included in this document:**

    Q1: What if an additional addendum is issued after we've submitted our application through iSupplier?

    A1: If an addendum is issued after an application/proposal has been submitted in iSupplier, it is the responsibility of the applicant/proposer to reupload and resubmit all proposal materials, including a signed version of all addendums. It is critical for applicants/proposers to monitor the release of addendums throughout the RFP process. All issued addendums will be published in iSupplier and may be visible on the DVP's website.

Q2: Is there a deadline after which no new addenda will be issued through iSupplier or do we need to monitor for additional addenda even after submission?

A2: The City may issue a new addendum at any time during the RFP process. Applicants/proposers must monitor the release of all addendums and ensure that all are signed and uploaded as a part of their application/proposal submission.

Q3: If we submit an application prior to questions published or before an updated addenda is released, are we still responsible to sign and upload those items post submission?

A3: If an addendum is issued after an application/proposal has been submitted in iSupplier, it is the responsibility of the applicant/proposer to reupload and resubmit all proposal materials, including a signed version of all addendums. It is critical for applicants/proposers to monitor the release of addendums throughout the RFP process. All issued addendums will be published in iSupplier and may be visible on the DVP's website.

Q4: Can we change the narrative and budget we previously submitted? If so, do we enter a new narrative into the same Submittable form, or just upload the new items in iSupplier?

A4: Yes, your agency can make changes to the narrative and budget that were submitted for RFP #390535.

If you want to change your responses to the narrative questions, you will need to answer the questions in a Word document, save it as a PDF, and upload it into iSupplier. You are unable to edit content in Submittable. If you choose to write responses in a Word document, please make sure you are within the **word limits** for each section. Any text that exceeds the word limits will be deleted.

Budget documents should be submitted in iSupplier with all other application/proposal documents.

Q5: Do we need to upload each element into iSupplier as a separate file?

A5: It is up to the applicant/proposer whether they want to upload each application/proposal element separately or combine all application/proposal elements into a single PDF file. The most important thing is that all required elements of the application/proposal are submitted in iSupplier.

Q6: To clarify, we do not have to resubmit in Submittable, we can use the same one used previously, correct – the only place we have to resubmit is in iSupplier?

A6: Applicants/proposers do not need to submit anything in Submittable for RFP #407533. The only place applicants/proposers are required to submit documents for RFP #407533 is in iSupplier.

Q7: If addenda were issued after we completed our application in Submittable, how do we submit additional addenda?

A7: For RFP #407533, you are not required to use Submittable.

If an addendum is issued after an application/proposal has been submitted in iSupplier, it is the responsibility of the applicant/proposer to reupload and resubmit all proposal materials, including a signed version of all addendums. It is critical for applicants/proposers to monitor the

release of addendums throughout the RFP process. All issued addendums will be published in iSupplier and may be visible on the DVP's website.

Q8: Will this presentation be shared?

A8: The presentation and recording of the pre-proposal meeting can be found on the RFP page of the DVP's website: [NEW Request for Proposals for Community Violence Intervention Services | City of Oakland, CA](#).

Q9: Can we resubmit the same letters we secured for the previous RFP, or do we need to submit ones if we choose to submit letters?

A9: Applicants/proposers may submit the same letters of support secured for RFP #390535. All letters of support are now recommended instead of required.

Q10: We completed two separate Submittable applications for two separate service areas. Is it acceptable to submit through iSupplier these two Submittable applications or do these two applications need to be consolidated into one single document.

A10: It is up to the applicant/proposer whether they want to upload each application element separately or combine all application/proposal elements into a single PDF file. The most important thing is that all required elements of the application/proposal are submitted in iSupplier.

Q11: To reiterate, what we submitted into Submittable can be downloaded and uploaded unchanged into iSupplier and that single file is the totality of what is required to be uploaded?

A11: It is acceptable and encouraged for agencies to download their previous application/proposal from Submittable and upload it into iSupplier unchanged. The file downloaded from Submittable will satisfy the application/proposal requirements for (1) agency information, (2) agency narrative, and (3) service narrative(s). This is **not** the totality of the information that is required, as the following application/proposal components must also be uploaded into iSupplier:

- Service budget(s) – one for each service
- Schedule N (must be signed)
- Q&A Addendum (must be signed)
- Any other addenda that may be issued (must be signed)

Q12: Do we need to resubmit the 3 addenda for the previous application 390535 or is that not needed for this new one?

A12: No, applicants/proposers do not need to resubmit the three addenda from RFP #390535. That RFP has been cancelled and those addenda are no longer applicable.

Q13: If we want to make any changes to what was previously submitted into iSupplier, should we combine all revised documents into a single file to upload in iSupplier?

A13: It is up to the applicant/proposer whether they want to upload each application/proposal element separately or combine all application/proposal elements into a single PDF file. The most important thing is that all required elements of the application/proposal are submitted in iSupplier.

Q14: We received an AP Portal request to submit invoices – is that relevant to the application?

A14: No, that is separate from this application/proposal. Please contact iSupplier if you have questions about a communication you received.

Q15: I must ask if there is a reason for this sudden and unexpected announcement after the enormous amount of time and effort? With all due respect, what's going on?

A15: Per Section V., 3. of RFP# 390535, "The City reserves the right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to obtain further information from applicants, and to waive any defects as to form or content of the RFP or any responses by any applicants." The City determined that the instructions provided through RFP #390535 regarding how to submit a proposal in iSupplier were insufficient. To maintain an equitable submission process, the City chose to cancel and reissue the RFP with detailed instructions on the submission process and required application/proposal components.

Q16: On page 22 of the RFP, under B. Agency Information, the last bullet point says 'Total agency budget for Fiscal Year 2024-2025' - is that correct i.e. last year's budget, or should it be for the current Fiscal Year 2025-2026?

A16: "Fiscal Year 2024-2025" is correct.

Q17: I just wanted to confirm if the only addenda that we should attach is the one that will be sent on March 25 or if the previous addendum documents from the previous RFQ should also be reuploaded.

A17: Addenda documents from the previous RFP (RFP #390535) should not be uploaded for this RFP (RFP #407533).

The Q&A addendum that will be issued on March 25, 2026 for RFP #407533 must be signed and uploaded into iSupplier with an agency's other application/proposal materials. If another addendum is issued **for RFP #407533**, that addendum must be signed and uploaded, as well.

Q18: If we would like to make some minor edits on our previous application based on new information in the March 13th RFP, how do we do that on Submittable?

A18: You are not able to make edits to narrative content in Submittable. If you would like to make edits to the narratives that you entered into Submittable previously, you'll need to write all answers in a Word document and save it as a PDF to upload into iSupplier. If you choose to write responses in a Word document, please make sure you are within the **word limits** for each section. Any text that exceeds the word limits will be deleted.

Q19: Can the Department provide additional guidance on what constitutes "healing services," particularly regarding integrative and non-clinical modalities such as mindfulness, somatic practices, yoga, and acupuncture?

A19: We are open to a wide range of Western, non-Western, traditional, and culturally responsive healing modalities. Please clearly describe the service you intend to provide and why you believe it constitutes a healing service.

Q20: Are licensed clinical providers required for healing services, or are community-based, trauma-informed practitioners acceptable?

A20: Healing services may be delivered by practitioners who are not licensed clinicians.

Q21: Does the City encourage culturally specific or traditional healing approaches alongside evidence-informed practices?

A21: The DVP is open to a wide range of Western, non-Western, traditional, and culturally responsive healing modalities. Please clearly describe the service you intend to provide and why you believe it constitutes a healing service.

Q22: How are participants typically referred into healing services, and should applicants demonstrate formal referral partnerships within their proposals?

A22: As stated in the RFP, agencies that receive funding through the DVP are expected to prioritize referrals from DVP staff and life coaches, case managers, or hospital intervention specialists funded by the DVP. However, it is not guaranteed that DVP referrals will meet all deliverables outlined in each agency's contract. Therefore, it is encouraged that applicants demonstrate other referral pathways that align with the priority population.

Q23: Is there guidance on expected service dosage (e.g., frequency and duration of participant engagement)?

A23: Please refer to the service description and service requirements in the RFP for each service you are applying to deliver. These sections will articulate whether there is an expected dosage, frequency, or duration for those services.

Q24: What outcomes or performance metrics are most important for evaluating healing services programs?

A24: Deliverables and performance metrics will be determined during scope negotiation meetings if an applicant/proposer is selected for funding. Depending on the type of healing service delivered, deliverables may include one or more of the following:

- Number of individuals served
- Number of service hours received
- Number of healing/support groups hosted
- Average number of attendees at healing/support groups

The expected outcome for healing services is that an individual develops healthy ways of processing and coping with prior trauma.

Q25: Does the City anticipate awarding contracts directly to specialized healing service providers, or are these services expected to be delivered primarily through subcontracting under larger CVI providers?

A25: The DVP is open to awarding contracts directly to healing providers or funding agencies that subcontract with healing providers.

Q26: Is there an anticipated funding range or typical award size for organizations applying specifically for healing services?

A26: Awards will be determined based on the funds available and the number of qualified application/proposals received. Please refer to Tables 2 and 3 in the RFP for an estimate of the amount of funding being allocated to support services in the Gun Violence Strategy and Gender-Based Violence Strategy.

Q27: For applicants/proposers utilizing a fiscal sponsor, are there any specific requirements or limitations regarding program control, staffing, or budget allocation?

A27: Please refer to the budget template "Instructions" tab for all details regarding the budget. The instructions for the fiscal sponsor are as follows: Lead agencies that are serving as a fiscal sponsor for one or more subgrantees may include a fiscal sponsorship fee of up to 10% for each subgrantee. The DVP may approve a higher fiscal sponsorship percentage if the lead agency can demonstrate that a subgrantee requires extensive support in the areas of financial management, administrative oversight, grant reporting, and payroll services. Please note that fiscal sponsorship fees should be calculated as 10% of the amount requested by the subgrantee. For instance, if a subgrantee requests $300,000, a 10% fiscal sponsorship fee is $30,000. If you are working backwards from a total grant amount and need to determine how much money will go to the subgrantee versus fiscal sponsor, divide the total grant amount by 1.1 to find the amount that goes to the subgrantee.

Q28: How does the City define and evaluate "culturally responsive" or "healing-centered" programming within this RFP?

A28: The DVP defines "culturally responsive" as healing modalities that are rooted in the ancestral practices of a specific culture and therefore allow a participant to connect in a deeper way that feels safe. "Healing-centered" refers to placing the participant experience at the center of the healing programming and removing unnecessary bureaucratic barriers that would impede access and/or success.

Q29: One page 24, section 2i, there is a service requirement that asks applicants to affirm that "Our agency performs criminal background checks for all employees..." Does this requirement apply to non-program staff as well who do not come into contact with program participants, such as those in our agency's finance department?

A29: This applies to all agency staff.

Q30: For the diversion service area, will DVP play any role with encouraging referral sources (ACDA, OPD, Probation, etc.) to send cases or will the awarded organization be expected to reach the 20 people served benchmark independently?

A30: For diversion services, it is expected that the funded agency be proactive in building relationships with referral partners, such as the Alameda County District Attorney's Office, Oakland Police Department, and Alameda County Probation Department. The DVP can support in building these partnerships but does not have the capacity to take the lead on collaboration, coordination, or ensuring referrals are being sent.

Q31: Does DVP expect or require that an awardee for the diversion service area will communicate additional information to referral sources beyond "program enrollment and completion status?"

A31: No, the DVP does not expect or require that an awardee for diversion services

communicate additional information to referral sources beyond program enrollment and completion status.

Q32: We will be submitting applications for 2 areas under the GBV category (Housing, and Healing). If we are applying for both Transitional and Emergency Housing, should we submit 2 separate applications & 2 separate budgets (which is what we did previously)? Or do we need to combine these? Last time working in Submittable, it seemed the only way to apply for both Emergency and Transitional Housing sections was to submit 2 separate Submittable applications.

A32: For this RFP and for Grant Year 2026-2029, the DVP is funding "housing" as a support services category that includes both emergency housing and transitional housing. Please submit **one** application/proposal that speaks to **all** housing services that will be provided by the applicant/proposer and **one** budget that shows **all** the expenses for the types of housing that will be provided.

Q33: Is it ok if we upload each of our 3 Submittable applications separately into iSupplier? Or should they be scanned as 1 document with the 3 budgets uploaded separately?

A33: It is up to the applicant/proposer whether they want to upload each application/proposal element separately or combine all application/proposal elements into a single PDF file. The most important thing is that all required elements of the application/proposal are submitted in iSupplier.

Q34: Just to confirm, we should not upload any previous addenda for (RFP) #390535, and should only upload signed addenda for RFP #407533, correct?

A34: Addenda documents from the previous RFP (RFP #390535) should not be uploaded. Please only sign and upload addenda for RFP #407533.

Jack Schmidt
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Jack Schmidt, Management Assistant

ADDENDUM NO. 1 ACKNOWLEDGED:

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Signature of Bidder   Date