

City of Oakland

**Alameda County-Oakland
Community Action Partnership**

2023-2025 Request for Partnership (RFP) Bidder's Conference







August 16, 2022

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AC-OCAP RFP Bidder's Conference Agenda

August 16, 2022

- Welcome
- Dept of Workplace and Employment Standards
- Break / Ice Breaker
- AC-OCAP History
- RFP Program
- Questions & Answers

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**Department
of
Workplace
and
Employment
Standards**





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iSupplier

- iSupplier is the City's official procurement portal.
- Please email iSupplier@oaklandca.gov if you need technical assistance regarding iSupplier.
- Link to iSupplier userguides
<https://www.oaklandca.gov/documents/isupplier-user-guides>

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Small Local Business Enterprise Program

- 50% L/SLBE Program—Professional services projects of \$50,000 or more
- Meeting the 50% local business participation requirement:
 - ✓ 25% for Local Business Enterprises (LBE)/Local Not for Profit Business Enterprise NFP/LBE).
 - ✓ 25% for Small Local Business Enterprises (SLBE)/Small Local Not for Profit Business Enterprise (NFP/SLBE). SLBE and NFP/SLBE may meet the full 50% requirement.
 - ✓ Very Small Local Business Enterprises (VSLBE) participation is double-counted towards meeting the requirement.

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Small Local Business Enterprise Program

- The following Schedules are required by the submittal due date:
 - Project Consultant Listing (Schedule E) is required by submittal due date for professional services projects.
 - Schedule E is used to calculate the level of certified local business participation, unless the requirement is waived. Responsive and responsible proposals will include meeting the 50% minimum L/SLBE participation requirement.
 - At the time of submittal of Schedule E, some L/SLBE participation must be proposed in order to satisfy the requirement at time of submission. If zero participation is presented, the proposal will not be accepted.
 - Schedule I – Sanctuary City Contracting and Investment Ordinance
 - Schedule O - Campaign Contribution Form
 - Schedule W - Border Wall Prohibition

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Small Local Business Enterprise Program

- For SLBE certification, the size standards have been reduced from 30% to 20%.
- 10 preference points will be awarded to professional services contracts where the VSLBE meets a 50% subcontractor goal.
- Preference points are also awarded for Mentor-Protégé teams on professional services contracts.

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Small Local Business Enterprise Program

- L/SLBE PARTICIPATION INCENTIVES:
 - 50% L/SLBE participation receives 2 preference points
 - 60% L/SLBE participation receives 3 preference points
 - 70% L/SLBE participation receives 4 preference points
 - 80% L/SLBE participation receives 5 preference points

Local and Non-local businesses may earn up to a maximum of 5 preference points provided they meet the above L/SLBE participation percentages. VSLBE preference points are double counted.

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Small Local Business Enterprise Program


- Preference Points Award Based on Tenure and Workforce Composition

Years in Oakland		Oakland Resident Workforce	
Years in Oakland	Additional Points	Workforce	Additional Points
5 yrs	.50 pt	Up to 24%	1.00 pt
10 yrs	1.00 pt	25%- 49%	2.00 pts
15 yrs	1.50 pts	50% -74%	3.00 pts
20 yrs	2.00 pts	75%-99%	4.00 pts
25 yrs	2.50 pts	100%	5.00 pts

Total preference points for L/SLBE Participation, Years in Oakland, and Oakland Resident Workforce total 12.5 points that could be added to your proposal score. To earn Oakland Resident Workforce Preference Points, the prime consultant is required to submit Schedule E2 listing all Oakland residents in their employ, along with proof of residency, and the firm's most recent DE6/DE9 Quarterly Tax Statement required by EDD. The Schedule E2, DE6/DE9 and proof of residency is to be submitted 4 days after proposal due date.

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L/SLBE Certification Criteria

Types of Certification

- LBE - Local Business Enterprise:
- SLBE - Small Local Business Enterprise
- VSLBE - Very Small Local Business Enterprise
- NFP/LBE – Not for Profit Local Business Enterprise
- NFP/SLBE – Not for Profit Small Local Business Enterprise
 - (Certification criteria is described on Page 21 of the Local and Small Local Business Enterprise Program)

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Living Wage & Equal Benefits Ordinances

- Living Wage Ordinance (Schedule N) requires that nothing less than a prescribed minimum level of compensation (a living wage) be paid to employees of service contractors of the city and employees of CFARs. As of July 1, 2022, the living wage rates are \$16.14 with benefits and \$18.53 without.
- Equal Benefits Ordinance (Schedule N-1) requires that, when benefits are offered to employees with spouses, employees with domestic partners must be offered the same benefits.

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Department of Workplace and Employment Standards Q&A Period



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Department of Workplace and Employment Standards Contacts

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Vinman@oaklandca.gov

Paula Peav
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Break

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**Alameda County - Oakland
Community Action Partnership (AC-OCAP)**

VISION STATEMENT

To end poverty within the City of Oakland and throughout Alameda County

MISSION STATEMENT

To improve our community by creating pathways that lead to economic empowerment and prosperity

PURPOSE

The Community Action Partnership has the responsibility to plan, develop, and execute efforts to alleviate poverty and work toward systemic change to enhance the opportunities for families of low-income throughout Alameda County to achieve self-sufficiency

AC-OCAP's Self-Sufficiency Definition

Having the means and opportunity to meet a range of individual needs

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A Brief History of Community Action

Community Action Agencies (CAAs) are local private and public non-profit organizations that fight poverty by empowering the poor as a part of the War on Poverty

The timeline consists of a horizontal dashed line with colored dots representing key events. The events are as follows:


- 1964** (Purple dot): President Johnson signs the Economic Opportunity Act of 1964, creating the CAAs.
- 1971** (Green dot): Community Action brought Head Start to the City of Oakland.
- 1977** (Purple dot): Community Action helped start Oakland Paratransit for the Elderly (OPED).
- 1979** (Green dot): Community Action served as an advocate to start the City's Multi-Senior Service Program (MSSP).
- 1998** (Purple dot): Community Action received \$2 million to implement a Welfare-to-Work program.
- 2003** (Green dot): Community Action helped secure a \$1 million grant for Project Choice.
- 2005** (Purple dot): Community Action secured \$250,000 from USDA for Food Stamp Outreach.
- 2007** (Green dot): Community Action secured \$250,000 from HHS for 106 IDAs.
- 2009** (Purple dot): OCAP received \$1.2 million in American Recovery & Reinvestment Act funding.
- 2011** (Green dot): OCAP expanded throughout Alameda County creating AC-OCAP.
- 2020** (Purple dot): AC-OCAP received \$1.9 million in Coronavirus Aid, Relief, and Economic Security Act funding.
- 2021** (Green dot): AC-OCAP served over 39,408 low-income Alameda County residents with housing, employment, legal, food, and wrap-around supportive services.

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AC-OCAP Community Economic Opportunity (C.E.O) Network Factsheet 2021




603 received transitional housing / emergency shelter
131 obtained/maintained permanent housing




185 Obtained Employment
27 Received High School Diploma or GED




\$3.7 million in Earned Income Tax Credits brought back to low-wage earners
\$19.6 million total tax refunds returned to the community




9,866 unduplicated information & referral calls answered
94,167 health, housing, and human services referrals provided




2,920 residents received 5,840 food bags



2,500 children and youth served
29,630 lunches and 39,893 snacks at 45 sites during the summer



39,408 total low-income Alameda County residents served



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2023-2025 RFP Program Focus Areas

Entrepreneurship/Job Training with Employment Placement	Low-Income Housing
<p style="text-align: center;"><i>Purpose:</i></p> <p>Support equity driven employment-focused programs and trauma-informed services for Black, Latinx, Indigenous, People of Color (BLIPOC) that provide entrepreneurship/job training and employment placement opportunities which include education/GED and internships or micro enterprise/self employment opportunities for adults, youth 14 and older, foster youth, seniors, re-entry population, veterans, and the homeless; and Provide wraparound/bundle services that assist low-income individuals and families with support in areas such as Child Support Referrals, Child Care, Transportation, Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial services, Earned Income Tax Credit (EITC), and other income support services as related to entrepreneurship/job training and employment placement.</p>	<p style="text-align: center;"><i>Purpose:</i></p> <p>Support equity driven programs and trauma-informed services for Black, Latinx, Indigenous, People of Color (BLIPOC) that provide safe temporary shelter (including emergency/transitional, or hotel/motel vouchers), or safe and affordable housing (including permanent or stable housing) or home ownership opportunities with priority given to families with children and seniors 55+; and adults, youth 14 and older, foster youth, re-entry population, and veterans; and Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Child Support Referrals, Child Care, Transportation, Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial Services, Earned Income Tax Credit (EITC), and other income support services as related to low-income housing.</p>

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RFP Eligibility Requirements

- Agencies:
 - Non-profit agencies with 501(c)(3) status
 - Local government agencies
 - Faith-based organizations
- Service Area: City of Oakland **OR** Alameda County (excluding the Cities of Berkeley and Oakland)
- Income Requirement: Program must serve low-income individuals and families whose household income is at or below 100% of the Department of Health and Human Services federal poverty guidelines

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**2022 U.S. Department of Health & Human Services
Federal Poverty Guidelines**

Persons in Family / Household	Monthly Poverty Guideline	Annual Poverty Guideline
1	\$1,133	\$13,590
2	\$1,526	\$18,310
3	\$1,919	\$23,030
4	\$2,313	\$27,750
5	\$2,706	\$32,470
6	\$3,099	\$37,190
7	\$3,493	\$41,910
8	\$3,886	\$46,630
For families/households with more than 8 persons, add \$4,720 for each additional person		

Source: 2022 U.S. Dept. of Health & Human Services Poverty Guidelines: <https://aspe.hhs.gov/poverty-guidelines>

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RFP Overview Timeline	
Date	Action Item
Friday, August 5, 2022	RFP Release Date
Tuesday, August 16, 2022	Bidder's Conference
Thursdays, August 18 & 25, 2022	Technical Assistance Workshops: Applying Online (10am - 11:30am)
Friday, August 26, 2022	Email Technical Assistance Ends
Friday, September 2, 2022	All RFP applications must be submitted online via Cityspan. The Cityspan intake portal closes at 4:30pm (Late submissions will NOT be accepted).
Tuesday, September 6, 2022 – Friday, November 9, 2022	Applications Review: <ul style="list-style-type: none"> • Staff • Advisory Panel • AC-OCAP Program Planning Committee • AC-OCAP Executive Committee

Dates are tentative & subject to change

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RFP Timeline (continued)	
Date	Action Item
Monday, November 14, 2022	AC-OCAP Board Meeting <ul style="list-style-type: none"> • Full Board reviews and approves 2023-2025 AC-OCAP Programming • All applicants are invited to attend
November – December 2022	Contracts <ul style="list-style-type: none"> • Formal announcement to applicants (awards contingent on funding) • Mail contracting attachment packets to grantees • Assembling required contract schedules, exhibits, and certifications • Negotiating Schedules A & B (Scope of Work & Budget)
November – December 2022	Staff asks Life Enrichment Committee to accept CSBG Funds and approve funding allocations / CSBG Grant
December 2022 – January 2023	Staff reports to Full City Council to accept CSBG funds & approve funding allocations
January – February 2023	Contract execution and program implementation

Dates are tentative & subject to change

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RFP Evaluation Criteria

1. Agency history and capacity	7. Community Collaborations and Resources
2. Clear problem statement	8. Staffing Experience and Qualifications
3. Clear client eligibility/intake procedure	9. Measurable Program Outcomes
4. Targeted Outreach/Marketing Strategy	10. Evaluation plan
5. Trauma-informed Program Delivery Strategy/Services	11. Program budget
6. Program Activities and Wraparound/Bundle Services	12. Alignment with AC-OCAP's mission and vision

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RFP Step by Step Overview

Pre-Proposal Steps

Step A: iSupplier Registration
Step B: CitySpan Registration and Login
Step C: Agency Information

Proposal Steps

Step 1: Program Information
Step 2: Program Target Population and Service Areas
Step 3: Program Narrative
Step 4: Measurable Program Outcomes
Step 5: Program Budget: Year One
Step 6: Other Funding
Step 7: Uploads
Step 8: Proposal Signoff

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Step A: iSupplier Registration

- All agencies are required to register with the City of Oakland's iSupplier Portal
- This RFP is published as #269380
- If you experience technical difficulties with registration, please send an email to isupplier@oaklandca.gov

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Step B: CitySpan Registration and Login

- All proposals must be completed and submitted through Cityspan's online application system to be considered for funding.
- To register, go to <https://ac-ocaprfp23-25.cityspan.com>
- All applicants must create a new RFP account, even if your agency has applied for other funding using Cityspan in the past. You will only need to create one username and account for your agency.

Contact the **Cityspan Help Desk** at 1-866-469-6884 for all technical issues and questions regarding the online application system. Cityspan Help Desk is available Monday – Friday, 8:00 AM to 5:00 PM.

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Step C: Agency Information

- You will begin your application by entering general information specific to your agency
- Agencies will be required to upload the following attachments in this section:
 - IRS 501 c3 Letter of Tax-Exempt Status
 - Board of Directors Roster
 - Letter from Executive Director or Board Chairperson
- Once you have submitted the Agency Information section, you can start your program proposal by clicking **Manage Proposal**

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Step 1: Program Information

- Due to limited CSBG funding, agencies may submit only one proposal per agency
- Agencies **MUST** have a physical location OR a signed contractual partnership/MOU agreement with an agency located in the service area they are planning to serve
- Your agency can request up to \$50,000 per year

Reminder: This section must be submitted in order to access the other sections of the application.

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Step 3: Program Narrative

1. History of Agency / Alignment with AC-OCAP
2. Problem Statement
3. CSBG Client Eligibility/Intake Procedure
4. Outreach/Marketing Strategies
5. Program Delivery Strategy
6. Program Activities, Wraparound/Bundle Services
7. Community Collaborations and Resources
8. Staffing Experience and Qualifications

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Step 4: Measurable Program Outcomes (1)

Grantees are required to include at least one of the following outcomes, based on their program focus area:

- Entrepreneurship/Job Training & Employment Placement:
 - The number of unemployed youth (age 14 – 24) who obtained employment to gain skills or income; and/or
 - The number of unemployed adults (age 25+) who obtain employment paying **up to a living wage**; and or
 - The number of unemployed adults (age 25+) who obtain employment **with a living wage or higher**
- Low-Income Housing:
 - The number of individuals/households experiencing homelessness who obtained **safe temporary shelter**; and/or
 - The number of individuals/households who obtained **safe and affordable housing**

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Step 4: Measurable Program Outcomes (2)

- **Program Evaluation:** You will be asked to describe your agency's capacity to measure and track program outcomes.
- If the proposed program has previously been evaluated formally or informally, you will have the option to upload the evaluation results or findings.
- AC-OCAP **requires** grantees to administer a customer/client satisfaction survey. You will be **required** to upload your agency's customer/client satisfaction survey.

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Step 5: Year One Program Budget

- You will download and complete the Excel Program Budget template. Upload the completed first year budget
- All line items are considered eligible costs for this grant (Personnel, Other Direct Costs, Indirect Costs, Subcontracts, and Program Total)
- AC-OCAP does **not** support fundraising costs, lobbying, or capital improvements
- There is a 12% cap on Indirect Costs (Section C)

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Section 5: Program Budget Narrative

1. Provide a separate justification for each CSBG requested line item for your program budget
2. Explain how your organization will sustain the program beyond AC-OCAP's funding
3. Describe your agency's accounting systems and/or processes for administering grant funds

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Section 6: Other 2022 Secured Funding

- Provide a summary of funding secured for the proposed program in 2022. For example:
 - Community Action Partnership Grant (grant received)
 - Community Development Block Grant (CDBG) – specify grant purpose
 - Oakland Fund for Children & Youth (OFCY/Measure K)
 - Oakland Unite Violence Prevention
 - Community Housing Services (CHS)
 - Workforce Innovation and Opportunity Act (WIOA)
 - Other City Funds – specify source and purpose of each
 - Alameda County Grants
 - All other Revenues (State/Federal funds/Foundations)
- If the program is new, check the box and move to the next section

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Section 7: Schedules to be Uploaded

1. Schedule E: Project Consultant Team
2. Schedule I: Sanctuary City Contracting
3. Schedule O: Campaign Contribution Limits
4. Schedule W: Border wall Prohibition Form
5. Combined Grant Schedule
6. Schedule Z: Debarment Certification

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- All agencies (including non-profit organizations and organizations based outside Oakland, except gov't) conducting business in the City of Oakland are required to register with the Oakland Business Assistance Center and pay the registration fee. You will be required to submit a copy of your letter of determination from the Internal Revenue Service or from the California Franchise Tax Board confirming the exemption from income tax.
- City of Oakland's Finance and Management Agency:
250 Frank H. Ogawa Plaza, Suite 1320
Oakland, CA 94612
Phone: (510) 238- 3704
<https://www.oaklandca.gov/services/apply-for-a-business-license-online>

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Other docs to be Uploaded

1. IRS 501 c3 Letter of Tax-Exempt Status
2. Board of Directors Roster with Affiliations
3. Letter from Executive Director
4. City of Oakland Business Tax Certificate

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Section 8: Proposal Sign-Off

- After all other forms are submitted, you can then access the Proposal Signoff form for the final confirmation of submission for your proposal
- Once you submit this section, you will not be able to edit any of your work. Unlike the other forms, you cannot unlock the Proposal Signoff once submitted.

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Questions & Answers

Questions must be submitted by August 26, 2022

**Applications must be submitted by Friday, September 2, 2022 by
4:30pm**

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(510) 238-2362

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