



ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to
RFP for CANNABIS WORKFORCE CERTIFICATION AND ON THE JOB TRAINING
PROGRAMS

Date: May 1, 2023.

From: Department of Workplace and Employment Standards

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 the Project Manager, Greg Minor at gminor@oaklandca.gov
 - ii. For Contract Compliance questions, contact Sophany Hang at shang@oaklandca.gov
 - iii. For Contract Administration questions (e.g., attachments, etc.) please call 510-238-3970 or email contractadmin@oaklandca.gov.
 - iv. Open contracting opportunities <https://www.oaklandca.gov/services/active-closed-opportunities>
 - v. Planholder's list <https://apps.oaklandca.gov/contractcompliance/PlanHolderLists.aspx>
 - vi. iSupplier questions and/or requests to receive an invitation to participate in a project, please send an email to isupplier@oaklandca.gov.
4. To receive an invitation to participate in Construction and Professional Service projects or receive invoice payments, 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>.
5. 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 Cannabis Equity Program Services" as the subject and we will add you to the invitation list.
6. **Please see the addendum information below:**
 - a. The Due Date for this RFP has been extended to Tuesday, May 16, 2023 at 2:00 p.m. (Pacific Standard Time).

- b. The Special Activity Permits Division and the Workforce Development Division of the Economic and Workforce Development Department are now combining resources on this RFP. Accordingly, the new total amount available for this RFP is \$1,830,357. The source of these funds are as follows:
 - 1. \$330,357 in grant funding from the Governor’s Office of Business and Economic Development (Go-Biz); and
 - 2. \$1,500,000 in General Purpose Funding from the City of Oakland’s Fiscal Year 2022-2023 Midcycle Budget. Please note use of this funding after July 1, 2023 is subject to the City Council's Fiscal Year 2023-2025 Budget and carryforward approval.
- c. Staff anticipates the selected consultant will implement the cannabis workforce certification and on the job training programs over a two-year period during Fiscal Years 2023-2025.
- d. The City’s preference is that the selected consultant spend no more than twenty (20) percent of the overall budget on their administration of the program and spend the remaining eighty (80) percent of funds on the wages and benefits of equity employees via the on-the-job training program.
 - 1. However, RFP respondents may submit budgets that allocate more than twenty (20) percent of the total available funds on their administration of the program. In such a circumstance, the RFP respondent must demonstrate why they need to exceed the City’s preferred twenty (20) percent cap on administration in order to achieve the goals outlined in the RFP.
- e. All other elements of the RFP remain the same.



Greg Minor, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Bidder

Date