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Office of the City Administrator
Department of Economic and Workforce Development

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ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to the
Contract Documents for
RFQ 137491
for the
Citywide Workforce Development Analysis- 2019

Date: February 25, 2019

From: The City Administrator's Office and Office of City Administrator Contracts and Compliance Division

To: Prospective Bidders

- 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) The Submittal date **remains the same.** Proposals are due Monday, March 4, 2019 at 2:00 pm.
- 4) Please find the following questions and answers:
 - a) **What is the expected level of effort for this project?**
Respondents should describe this in their response.
 - b) **What is the expected period of performance for the project?**
The project was set up in five (5) phases. It is hoped that the first three (3) phases can be largely completed by mid-June 2019; the entire project itself could continue through fall 2019.
 - c) **Is there a page limit for the proposal?**
There is no prescribed page limit for the proposal.
 - d) **Is there a required font size or type?**
There is no required font type or size.

- e) **What is the difference between the “principal-in-charge” and the “lead person” listed on page 18, under Project Personnel?**

Respondents may have different team configurations and should use these terms to the extent they are applicable to what they are proposing; the City of Oakland understands that some respondents may not have many team members.

- f) **May our proposed Project Manager’s references overlap with our firm’s references? (We will not be proposing sub-contractors/consultants.)**

As described on page 17 of the RFP, respondents should provide three (3) references for the prime consultants and two (2) references for the Project Manager.

- g) **Can you describe any existing data that the Oakland WDB has for service providers and partners and how complete it is, such as lists of partners, contact information, and type of services provided? We are trying to get a sense of how much effort you want the contractor to focus on creating and cleaning datasets compared to expanding on an existing dataset and mapping/analyzing it.**

The City of Oakland is committed to providing all available, sharable data to the selected bidder as a means of both helping to reduce costs and help expedite work on this project, as well as end up with a superior product/result.

- h) **Task 1: Approximately how many documents, beyond those listed on page 3, will be made available for review?**

The seven (7) documents listed on page 3 are considered primary to the work; we would anticipate an additional 5-20 documents of varying length will support the work in Task 1.

- i) **Task 2: Approximately how many workforce-related programs do the entities on pages 3 and 4 oversee?**

Part of the purpose of this RFP is to answer this question more precisely, including the definition of a “program”. but it is estimated that these entities oversee at least 30 programs.

- j) **What is the anticipated budget range for this scope of work? Is there a not-to-exceed amount or budget range for this project?**

The “not-to-exceed” amount for this project is \$100,000.

- k) **On page 18, Relevant Experience, section a, it asks for three local government experiences. Does our response need to be limited to three experiences or is three a minimum with more than three being acceptable?**

Three is the minimum required number of experiences.

- l) **Does the City have a vision for data collection being more based in community engagement or more desk work such as data and document review?**

The bottom of page 2 and top of page 3 describe the city’s vision for this project. Data collection could potentially require multiple approaches and methodologies, although it is not anticipated that there will be a great deal of community engagement until Phase 5 is nearing completion.

m) **Can a contractor submit a proposal while in the process of becoming registered as a LBE, noting that we meet the requirements?**

Yes, a contractor can submit a proposal while in the process of being certified for L/SLBE.

n) **In what format are “the plans, reports, and other relevant documents” (electronic, hard copy, – what proportion are available electronically or in a machine readable fashion?) Will hardcopies be provided by the city or will we have to reproduce and pay for the reproduction (there has to be a better way to word that)? What are the expected number of source documents available from the city? (They say that the city has identified the sources, so they should have some sense of this.)**

“Plans, reports, and other relevant documents” will be largely available electronically. Any documents that are not readily available electronically will be discussed between the City of Oakland and the selected bidder.,

o) **Would the city consider an extension of the proposal due date to March 11?**

An extension of the due date is not being considered at this time.

p) **Would it be possible to see a list of those who attended the bidder’s conference?**

A copy of the pre-proposal meeting sign-in sheet is being published with this addendum.

q) **Also, are you able to provide more information on the anticipated timeline and desired hours or budget?**

The project was set up in five (5) phases. The first three (3) phases should be completed by mid-June 2019; the entire project itself could continue until fall 2019. See previous questions about project budget.

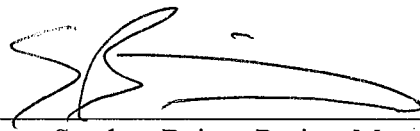
r) **Will there be a summary of the meeting or something to that effect with more information on the RFP made available? If so, could you direct me to it?**

There is not a summary of the voluntary pre-proposal meeting *per se*, but this addendum constitutes additional information for potential bidders and others to know about relative to this RFP.

5) 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> in order to receive future Invitation to Bids for Construction and Professional Service projects and invoice payments. If you have already registered via iSupplier, thank you in advance.

6) Once you have completed the process, please send an email to isupplier@oaklandca.gov with the RFP/Q name and/or RFP/Q number on the subject line and we will add you to the invitation list.

- 7) For questions regarding the following topics below:
- a) iSupplier questions or requesting to receive an invitation to participate in a project, please send an email to isupplier@oaklandca.gov.
 - b) Project related questions, contact the Project Manager, Stephen Baiter sbaiter@oaklandca.gov.
 - c) Contract compliance questions, contact Vivian Inman at 510-238-6261.
 - d) Contract administration questions (e.g., planholders list, attachments, etc.) please call Paula Peav at 510-238-3190 or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunities>.



Stephen Baiter, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Bidder

Date

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31

JANUARY • FEBRUARY • MARCH • APRIL • MAY • JUNE • JULY • AUGUST • SEPTEMBER • OCTOBER • NOVEMBER • DECEMBER

MONDAY • TUESDAY • WEDNESDAY • THURSDAY • FRIDAY • SATURDAY • SUNDAY

Sign IN Feb 15, 2019

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