

# CITY OF OAKLAND



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Office of the City Administrator  
Contracts & Compliance Division

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## **ATTENTION ALL BIDDERS**

ADDENDUM NO. 2 to the  
Contract Documents for  
**Request for Qualifications 228530**

for the

**RFQ FOR HOMELESS AND HOUSING SERVICES 2020-2022**

**Date: March 5, 2021**

**From: The Departments of Workplace and Employment Standards, Human Services Department, and the Department of Housing & Community Development**

**To: Prospective Bidders**

This Addendum No. 2 forms a part of the Contract Documents and modifies the original Request for Qualification Documents.

Addendum No. 2 modifies the Request for Qualifications 228530 as follows:

1. Page 3, **Funding** shall read:  
Funding: \$2,500,000. The City of Oakland was awarded CARES Act Community Development Block Grant Coronavirus (CDBG-CV) funds of which approximately \$2,500,000 will be used for housing stability and homelessness prevention in connection with the provision of rental assistance.
2. Adds a new section to the Overview of Work, see Attachment A
3. Adds Service Category 8 under the Scope of Services, Homeless Services Section, see Attachment A
4. Adds language to Housing Services, Service Category 1, Task A: Housing Stabilization and Protection, component 4, Legal Support, see Attachment A

5. Adds to Housing Services, Service Category 1, Task A: Housing Stabilization and Protection, a new component, number 7: Housing Stability Services, see Attachment A
6. Removes from Housing Services, Service Categories 2 and 3.

Acknowledge receipt of Addendum No. 2 in the space below and attach this signed document to the Proposal.

The Submittal date **remains the same.** Proposals are due on the following days:

- December 31, 2020 by 2pm
- March 31, 2021 by 2pm
- June 30, 2021 by 2pm
- September 30, 2021 by 2pm
- December 31, 2021 by 2pm
- March 31, 2022 by 2pm, and
- June 30th, 2022 by 2pm.

Please submit your proposals to [cdbg@oaklandca.gov](mailto:cdbg@oaklandca.gov), [ltannenbaum@oaklandca.gov](mailto:ltannenbaum@oaklandca.gov), and to [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov). Please **DO NOT** submit through iSupplier as previously instructed.

For questions regarding the following topics:

1. iSupplier questions or requesting to receive an invitation to participate in a project, please send an email to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov).
2. Project related questions, contact the Project Manager, Lara Tannenbaum at [ltannenbaum@oaklandca.gov](mailto:ltannenbaum@oaklandca.gov), 510.238.6187 or Gregory Garrett at [ggarrett@oaklandca.gov](mailto:ggarrett@oaklandca.gov), 510.238.6183.
3. Contract compliance questions, contact Vivian Inman at 510-238-6261 or [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov).
4. Contract questions (e.g., planholders list, attachments, etc.) please contact Paula Peav at [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov) or log on to the following website <https://www.oaklandca.gov/departments/workplace-employment-standards> .

*Paula Peav*

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**Paula Peav, Administrative Analyst II**

ADDENDUM NO. 1 ACKNOWLEDGED:

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Signature of Bidder

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Date

## ATTACHMENT A

### ADDENDUM NO. 2 to the Contract Documents for **Request for Qualifications 228530**

**for the**

### **RFQ FOR HOMELESS AND HOUSING SERVICES 2020-2022**

#### **Housing Services**

##### **Overview of Work**

The housing services to be delivered will be provided by contractors who have demonstrated that they can provide fast and direct housing support services, including legal services, to individuals and families in the wake of the coronavirus pandemic and who are ready to immediately commence the work without extensive ramp-up time.

The goal of the requested services is to assist renters who are the most severely impacted by the COVID-19 health pandemic and who are most at risk of losing their home and becoming homeless as a result of COVID-19 health and economic impacts. The services are specifically for individuals and households who are currently obligated to pay rent.

Selected contractors will accomplish this goal by providing direct support services and assistance, which may include legal services, that may be connected to the provision of rental assistance (funded with other sources) to ensure renters remain housed and do not experience homelessness. This work will prioritize those individuals and households with the greatest needs and will target outreach in a manner that ensures access for these populations.

##### **Housing Services, Service Category 1**

##### **Task A: Housing Stabilization and Protection**

##### **Component 4, Legal Support:**

4. Legal services will address displacement risks, eviction defense, and housing stability and will include one or more of the following:
  - a. Legal representation services
  - b. Legal consultation services
  - c. Education and outreach regarding tenant rights, including but not limited to:
    - i. Presentations/workshops
    - ii. Development of education materials
    - iii. Clinics to respond to tenant questions, provide advisory services
    - iv. Outreach strategies to provide tenants with information about their rights under the law

##### **Housing Services, Service Category 1**

**Task A: Housing Stabilization and Protection**  
**Component 7, Housing Stability Services:**

Housing Stability Services will be provided to individuals and households that are:

1. Experiencing a COVID-19 hardship such as a reduction in household income or incurred significant costs
2. At risk of experiencing homelessness or housing instability
3. Have incomes at or below 50% AML.

The services will include one or more of the following components which are designed to create long term housing stability for the individual or household:

1. Development of a housing stability plan for each household
2. Housing problem solving
3. Case management involving, but limited to, benefits advocacy, seeking training and employment
4. Assistance with obtaining financial rental assistance
5. Information and referrals, including ensuring household has access to legal services and housing counseling services

**Homeless Services**

**Homeless Services Category 8**  
**Transitional Age Youth (TAY)- Guaranteed Income Program**

**Task A: Support for a Transitional Age Youth Guaranteed Income Program**

Provider will support the implementation and management of a new pilot program to provide homeless youth aged 18-24 with flexible funds to address their personal goals and housing needs. The program will pair unconditional cash transfers as a guaranteed basic income to young adults with optional supportive services. The amount of funds, frequency of payments, and duration of the program are to be determined.

Providers must demonstrate experience with and knowledge of the unique needs of unaccompanied youth in Oakland. Providers should be willing to collaborate with an existing planning committee (composed of City staff, youth with lived experience of homelessness, and youth providers) on the specific program design, implementation, and program evaluation.

Program elements may include:

- Community outreach and recruitment of participants
- Provision of optional services or ability to partner with agencies to provide services including but not limited to:
  - Financial literacy
  - Case management
  - Peer support

- Housing navigation
  - Education and employment support
  - Mental health services
- Data collection and survey administration
- Administering payments to participating youth