



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612
OFFICE OF THE CITY ADMINISTRATOR (510) 238-3301
Jestin Johnson FAX: (510) 238-2223
City Administrator TDD: (510) 238-3254

ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to the
Contract Documents for
Request for Qualifications 271313
for the
RFP - Oakland Children’s Initiative 2-Year External Evaluation

Date: December 15, 2023

**From: The City Administrators Office and the Department of Workforce and
Employment Standards**

To: Prospective Bidders

- A. This Addendum No. 1 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
- B. Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.
- C. The Submittal date **remains the same.** Proposals are due Friday, December 22, 2023 at 2:00 pm Pacific
- D. Please find the following **questions and answers:**

1. Are there page limitations, font requirements, or other formatting requirements?

A. There are no page limitations or required fonts size. It is asked that the packet be reasonable in length as multiple individuals will need to read the proposal and this includes some spacing between text for readability.

2. If there are page limitations, do resumes count as part of the page count?

A. See Question 1 response.

3. Could the City of Oakland please clarify whether a firm must be certified as a local business enterprise to be eligible for this contract? If so, can this certification be obtained after the RFP submission?

A. No, the firm does not need to be a small/local business. This was covered in the pre-proposal meeting and is in slide 32 on the “11/28/23 Pre-Proposal Meetings Slides” doc. There are additional details on the requirements on the website.

a. Link to Children’s Initiative Website (for reference):

<https://www.oaklandca.gov/boards-commissions/childrens-initiative-oversight-commission>

b. While you do not receive additional points on the scoring, this does not prohibit you from applying as an S/LBE. That can be done in parallel with the proposal process.

4. Please provide details about what is meant by the “50% local participation” requirement for this RFP.

A. The L/SLBE participation on this program was reduced to 0, and this is noted in the RFP, meaning no participation on this program is required but highly recommended. Schedule E has standard language and must be interpreted: Some L/SLBE participation must be proposed at the time of the submission, **unless participation in the program was waived or reduced to 0 by the city.**

5. My organization has a federally negotiated indirect cost rate that they must apply absent notice of a cap or limitation on indirect costs. Does this project have a cap or limitation of indirect costs?

A. There is no cap outlined in the RFP. Ultimately, any selected entity will negotiate their budgets as we move towards contracts.

6. Are there any formatting requirements for proposals, such as page length, font, margins, etc.?

A. See Question 1 Response

7. Could you describe some of the strategies that implementation partners are utilizing (and/or planning to use) related to early education and college access?

A. The strategies that are developed by Implementation Partners are in direct alignment to the 5-Year Guidelines outlined in the ordinance (and RFP). I would use those for guidance.

8. Are you able to share information about family eligibility criteria?

- A. There is no language re: eligibility; although there is specified language in the ordinance that provides definitions and shares priorities for “high need” families. Here’s the link for reference:

https://library.municode.com/ca/oakland/codes/code_of_ordinances?nodeId=HCHOA_ARTXVITHCHIN2018

9. Is the Oakland Children’s Initiative considering an extension for the proposal submission deadline?

- A. Not at this time. This will depend on number and quality of applicant pool.

10. Is there a budget template sheet that proposals should include?

- A. The City does not have a budget template. Please feel free to utilize your organizations standard budget format.

11. Would Oakland please clarify the distinction between Prime Consultant and Proposed Project Manager, referenced on page 29 of the RFP? Our understanding is that the Prime Consultant is functionally a Principal Investigator, the person designing the evaluation, and the Proposed Project Manager is functionally a Project Director, the person ensuring success of the project tasks.

- A. That is correct. These are the individuals who will be leading efforts and coordination with the evaluation and working closely with the Accountability Officer.

12. The Tentative Evaluation Timeline on Page 6 indicates a February 2024 start date with a February 2025 end date. However, the tentative schedule on page 29-30 indicates a March 2024 start date with no end date. The RFP seems to indicate that there will be a two-year contract, but no activities have been listed for Year 2. Could Oakland clarify the start date and also whether this will be a two-year contract? Does Oakland have expectations for activities in Year 2 or should we propose the activities? Is Oakland open to other options?

- A. Start date is tentative and is dependent on City Council approval of contract so dates are not confirmed and are estimates. Earliest potential contract execution will be February/March of 2024. To clarify, the evaluation will be required to occur every two years, the Initiative is currently embarking on its 2nd year. The contract will span from execution and will at least run through June 2025. The general themes for the evaluation are outlined in the scope of work and like to see those addressed but are open to a myriad of options as to how we accomplish this.

13. Can Oakland clarify the expectations of the following titles? And which of these roles needs a resume and personal reference?

Principal-in-charge:

Lead person:

Project manager:

- A. All key personnel that will be working on the evaluation should include their resume; professional references would be that of organizations these staff members have worked with.

14. We know the prime will need to explain their organization’s current workload of available staff and resources; capacity and flexibility to meet schedules including unexpected work; ability to perform on short notice and under time constraints; cost control procedures in design and construction; ability to perform numerous projects at the same time. Will sub-consultant organizations also need to provide this information?

- A. If subconsultants will play a key role, the response is yes as this will impact the timeline of the evaluation. If not, you do not have to include.

15. Would Oakland consider an extension of the due date for the proposal to Monday, January 8th?

- A. Extensions will only be considered if there is a lack in the number and quality of applicant pool.

16. Pg. 33 item b. Would Oakland be amenable to further defining what constitutes a material breach? (e.g., including a percentage)

- A. This is a business decision and could be subject to negotiation with the City Administrator.

17. Pg. 36 item 14. The City’s Risk Management can consider an insurance modification request and will evaluate whether to grant a written waiver.

- A. The City’s Risk Management can consider an insurance modification request and will evaluate whether to grant a written waiver. Please see Schedule Q for insurance clarifications. Link here:

<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

18. Would it be allowable that independent contractors hold their own insurance rather than being covered under a prime contractor’s insurance?

- A. Please see Schedule Q for insurance clarifications. Link here:

<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

19. Would it be allowable that subcontractors hold their own insurance rather than be covered under the prime contractor's insurance?

A. Please see Schedule Q for insurance clarifications. Link here:
<https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

20. Would Oakland be amenable to waiving the "Replacement of Coverage" clause?

A. This not amenable for the City

21. Would Oakland accept insurance forms on the standard forms provided by the carrier rather than on the ISO forms?

A. Certificate of Insurance on ACORD 25 or equivalent form. The City does not accept insurance policy documents as evidence of insurance.

22. Pg. 38 item 17. Would Oakland be permitted to have flexibility on the prompt payment requirements to extend to 30 days if mutually agreed upon between the prime and its subcontractor?

A. There is no ability to negotiate or waive the Prompt Payment requirements, unless an exemption in the Ordinance applies (See OMC Chapter 2.06 for City's Prompt Payment Ordinance).

23. 46 item 27b. Would Oakland confirm whether there is any flexibility around the compensated days off policies for part-time or hourly staff?

A. There is no ability to negotiate the Living Wage Ordinance requirements, unless an exemption applies or a waiver is granted (see OMC section 2.28.09).

24. Are there any addendums or related documents that have been released for this RFP?

A. This document is the first.

25. Can you confirm expectations for the subcontractor for "professional currently licensed in the State of California." ?

A. If the work to be performed requires a professional license, that professional must be currently licensed in the State of California.

26. Is a Certificate of Insurance required at the time of submission?

- A. No. As stated on page on page 23 of the RFP, “The Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract, including copies of the Contractor’s insurance policies if and when requested. Failure to provide the insurance proof requested or failure to do so in a timely manner shall constitute grounds for rescission of the contract award.”

27. Is Schedule E-2 a required document?

- A. Schedule E-2 is optional for additional preference points. Not required.

28. Will all questions and responses, including those given to other firms, be posted or distributed?

- A. Yes. All responses will be posted as an addendum.

29. Can the City Business Tax Certificate be provided post-award?

- A. Yes. As stated on page 12 of the RFP, only the successful firm selected for this service shall obtain or provide proof of having a current Oakland Business Tax Certificate.

30. Do we only provide sub information on Schedule E or are we to include prime information as well?

- A. Prime and subs information

31. Is Schedule E-2 required only if we wish to receive preference points?

- A. That is correct

32. Can our chief administrative officer sign Schedules where an owner’s signature is requested?

- A. Yes

33. Has the OCI established a list of specific research questions beyond those articulated throughout the proposal?

- A. No specific research questions have been outlined other than that which has been articulated in the RFP. The Accountability Officer is looking to build these questions in partnership with the selected evaluation firm.

34. Should the proposal include a detailed evaluation plan, including research questions, or does the OCI expect the evaluation plan to be established in partnership with the community as part of the discovery and community & stakeholder engagement process?

- A. The proposal should have an outline and approach as detailed as can be developed by time of submission. The City would like to get a deep sense on the firm's fundamental approach to an evaluation which will measure the Initiative's impact and honor its principles in the process. The overall evaluation plan will need to be built in partnership with community from discovery period to implementation.

35. How does the OCI define "capacity" and "ecosystem" as referenced in Principle 4, Analyze system stability and sustainability?

- A. Early childhood education and college access supports are supported with a braiding of multiple funding streams which include state, federal and philanthropic dollars; the Oakland Children's Initiative will just a piece of this of these "ecosystems." It will be critical to acknowledge what is occurring in the broader landscape, identifying potential gaps in that space to identify how and where the Initiative can and will have a meaningful impact for the varying needs of children, youth, and families in Oakland.

"Capacity" as noted in the RFP is defined in multiple facets in the realms of early childhood education and college access supports. In both areas, there are great needs for our children, youth, and families in Oakland across the spectrum but an example to share is: there may be capacity limitations within the ecosystems, contractors/subcontractors, etc. we will need to consider as we seek to meet those needs in a sustainable fashion.

36. Should the proposal include a two-year project plan? The RFP indicates that the evaluator will develop and implement a two-year evaluation, but the tentative evaluation timeline only includes dates from February 2024-February 2025.

- A. To clarify, the ordinance highlights an evaluation be completed every 2yrs for the Initiative, not distinctly tied to the contract. The timeline offered in the RFP is tentative and offers a general plan for the work ahead. Scope of work is to be negotiated at time of contract. As noted in Q. 12, the contract will span from execution and will at least run through June 2025.

37. If the scope of work is expected to be completed over two years, does that mean the total budget is \$1.4 million, to be divided into \$700,000 per year?

- A. As noted in Q. 12, the contract will span from execution and will at least run through June 2025. Maximum available from this and next fiscal year is \$1.4M.

38. Will there be one grantee for the evaluation?

A. There will be one selected evaluation partner for a contract but organizations can certainly consider a partnership with another firm but you can uplift this in your proposals.

39. Will the slides be available outside of the recording?

A. Yes, these will be posted on the Oakland Children Initiative website.

40. Does the city collect any child assessment or classroom observation data that could be accessed?

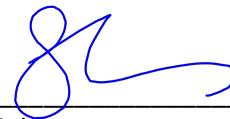
A. Implementation Partners will have some data available. The RBA measures that have been identified request individualized data elements such as demographics of those served. Also, the Early Education Fund requires a quality assessment, the challenge here will be the assessments may not be aligned by contractors i.e. Oakland Unified School District and City of Oakland Head Start. Essentially, data will be available including RBA Measures and aligning across systems will take some careful consideration in how we create any assumptions.

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.

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.

For questions regarding the following topics below:

- iSupplier questions or requesting to receive an invitation to participate in a project, please send an email to isupplier@oaklandca.gov.
- Project related questions, contact the Project Manager, Jennifer Cabán jcaban@oaklandca.gov.
- Contract compliance questions, contact Sophany Hang at Shang@Oaklandca.gov.
- Contract administration questions (e.g., planholders list, attachments, etc.) please contractadmin@oaklandca.gov or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunties>.



Jennifer Cabán, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Bidder

12/15/2023

Date

**Request for Proposal 271313 for the Oakland Children’s Initiative 2-Year External Evaluation
Addendum No.1**