



**ATTENTION ALL BIDDERS**

ADDENDUM NO. 3 to the  
Contract Documents for  
**Department of Violence Prevention FY 2022-2024**  
**Request for Qualifications for Violence Prevention and Intervention Services**

**Date:** January 25, 2022

**From:** Department of Violence Prevention and Department of Workplace and Employment Standards

**To:** Prospective Bidders

1. This Addendum No. 3 forms a part of the Contract Documents and modifies the original Request for Qualifications Documents.
2. Acknowledge receipt of Addendum No. 3 in the space below and **upload to the space available Agency Overview section of the Cityspan application portal.**
3. 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>. If you have already registered via iSupplier, thank you in advance.
4. Once you have completed the registration process, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) with “**RFQ for Violence Prevention and Intervention Services**” as the subject and we will add you to the invitation list for future notifications of contracting opportunities with the City of Oakland.
5. Proposals are due via Cityspan at 5:00 PM (PST) on Thursday, February 3, 2022.
6. **Hard Copy submission of applications is no longer required.**
7. Attached is the questions and answers received as of January 23, 2022.
8. For questions regarding the following topics below:
  - a. iSupplier questions, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov)
  - b. Project related questions, contact the Project Manager, Jessie Warner at 510.238.6875.
  - c. Contract compliance questions, contact Sophany Hang at 510-238-3723



---

Jessie Warner, Project Manager

ADDENDUM NO. 3 ACKNOWLEDGED:

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

## Addendum #3- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services

This Addendum includes received from January 14 to January 23, 2022. Please see Addendum #2 for answers to questions received during the Pre-Proposal Meeting held on January 11, 2022 and during the days after the webinar. A recording of the webinar along with the presentation slide deck and a contact list of meeting attendees is available at: <https://www.oaklandca.gov/resources/request-for-qualifications-city-of-oakland-department-of-violence-prevention-violence-intervention-and-prevention-services-for-fy-2022-2024>

All applicants are encouraged to view the Pre-Proposal webinar before completing their application(s).

**Please note: Hard Copy submission of applications to the Department of Violence Prevention (DVP) office is no longer required. Applications will only be accepted through the Cityspan application portal.** Applications are due on Thursday, February 3, 2022 by 5:00 p.m.

For assistance with the on-line application portal, contact the Cityspan help desk:

866-469-6884 (toll-free)

Mon-Fri, 8AM-5PM, Pacific Time

### GENERAL

---

**Question:** During the pre-proposal meeting on January 11, 2022, it was announced that applicants no longer need to submit applications in person on Friday, February 4, 2022. Please confirm this is correct.

**Answer:** This is correct. Submission via the Cityspan application portal is the only submission required. On-line applications are due on Thursday, February 3, 2022 by 5:00 pm. The application timeline has been updated to reflect this change. To view updates and all contract addendums see <https://www.oaklandca.gov/resources/request-for-qualifications-city-of-oakland-department-of-violence-prevention-violence-intervention-and-prevention-services-for-fy-2022-2024>

**Question:** As hard copies submissions for this RFQ are no longer required, please confirm whether or not the signed addendums need to be included in the electronic submission(s) due by February 3rd.

**Answer:** The signed addendums for the RFQ should be uploaded to the Cityspan portal. A space to upload the documents has been added to the *Agency Overview* section of the application portal.

**Question:** Our agency needs to unlock/access the Intent to Apply forms we already submitted.

**Answer:** Please contact the Cityspan Help Desk for assistance in unlocking the *Intent to Apply* forms that provide access to the full application. You may also choose to submit a new *Intent to*

**Addendum #3- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services**

*Apply* form to access the sub-strategy/activity you intend to apply for. Cityspan can be reached at 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time

If an agency decides not to submit a full proposal, there is no need to delete the Intent to Apply form. DVP staff will only review the complete applications that are submitted.

**Question:** Should the three professional references be for the applicant or should some of the references be for sub-grantees?

**Answer:** References for sub-grantees are encouraged.

**Question:** Do we need separate Letter of Agreement (LOA) for each sub-grantee, or can we submit one LOA for all sub-grantees?

**Answer:** One LOA can be submitted for all sub-grantees. The planned role for each sub-grantee should be clear. All sub-grantees should have a separate signature line acknowledging their role in the proposed collaborative application and commitment to the role delineated.

**Question:** The RFQ instructions are clear that only direct service/line staff and/or roles that provide supervision to direct service/line staff may be listed under direct costs/personnel on our proposed budgets; however, our agency has staff whose roles - while administrative in nature, are essential to these programs (e.g. Program Coordinators; Program Administrators; and Director of Programs and Policy). Program Coordinators play significant parts in conducting outreach and engagement, as well as liaising with program partners and key community stakeholders. The Director of Programs and Policy does not directly supervise but does provide proxy supervision due to supervision of the roles that provide direct supervision.

- 1) Would Program Coordinators, as defined above, qualify as a direct service/line staff for the purposes of this RFQ? If so, may we list this position in direct costs/personnel?

**Answer:** Staff roles that provide supervision to line staff and play a role in coordination of service delivery can be included in the example budget. The amount of time they spend in the role (i.e. FTE percentage) should be commensurate with their role.

- 2) Would the Director of Programs and Policies proxy supervision to direct service/line staff, as summarized above, qualify as a direct services/line staff for the same purpose?

**Answer:** Similarly, staff roles that provide supervision to line staff and play a role in coordination of service delivery can be included in the example budget. The amount of time they spend in the role (i.e. FTE percentage) should be commensurate with their role.

## Addendum #3- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services

**Question:** What are the Minimum Qualifications for *Budget and Fiscal Practices*? Are they the same as those for a given sub-strategy? Or something else specific to Fiscal and Grants Management?

**Answer:** Though the minimum qualifications are not as clearly identified for each sub-strategy/activity as they could be, agencies should describe experience for fiscal and grants management including managing government contracts in the *Budget and Fiscal Practices* narrative. This should include details about the agency's systems for fiscal oversight and ability to track program expenditures. This section should also detail the additional resources identified to support the project with a reasonable plan for securing matching funds.

In Appendix B, fiscal requirements include:

- Maintaining accounting records in accordance with generally accepted accounting principles and procedure
- Systems to ensure compliance with all audit, inspection, record-keeping and fiscal reporting requirements mandated by the City, and all state and/or federal audit requirements applicable to the funding sources of the Grant
- Document retention policy for all invoice and contract documents related to the grant retention (i.e. all documents retained for 4 years)

Collaborative applicants should also detail experience providing fiscal oversight and detail plans for implementing the contractual and payment agreements of sub-grantees.

## CONTRACTS AND COMPLIANCE

---

**Question:** If an agency has requested a temporary password for an existing iSupplier account; what is the usual turnaround time?

**Answer:** Vendors can use the self-help function in resetting passwords. Click on "Login and Password reset" and then "Login Assistance". Please see link below.

<https://www.oaklandca.gov/services/register-with-isupplier>

**Question:** When will the Q&A document and/or Addendum 2 be published to the City's website, and must addendums still be signed and submitted with the soft copies of our bids?

**Answer:** Addendum #2 was posted on January 20, 2022 and available on the DVP RFQ webpage and iSupplier. Signed acknowledgement of the addendums can be uploaded to Cityspan in the Agency Overview section.

### **Addendum #3- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services**

**Question:** Our agency has contracted with the City of Oakland for over a decade. As an Oakland-based nonprofit, our agency is a certified Small, Local, and Emerging Business (SLEB) with the County of Alameda. However, we are not a certified Small/Local Business Enterprise (S/LBE) with the City of Oakland. Is a waiver of the S/LBE requirement needed to apply? If yes, what are the steps for obtaining a waiver?

**Answer:** A waiver of the S/LBE requirement is not necessary to complete and submit an application. If an agency that is not currently certified as a S/LBE is recommended for funding DVP staff will request a waiver of the S/LBE requirement from City Council. There is no requirement to request and obtain a waiver prior to submission.

**Question:** Do sub-grantees need to be S/LBE certified for the application to get the preference points?

**Answer:** To be awarded additional preference points for the sub-grantee's participation they must be currently certified as a S/LBE. If certified, the Lead Agency will still qualify for the appropriate preference points. Regardless of S/LBE status, all sub-grantee/sub-consultants included in the application should be listed in Schedule E.

### **GUN/GROUP/GANG VIOLENCE RESPONSE**

---

#### ***Sub-Strategy: School-site Violence Intervention and Prevention Teams***

**Question:** If an agency applies to provide the youth life-coaching role in the Violence Intervention and Prevention (VIP) team, would we also have to fulfill the grant requirements of the separate youth life coaching application? Is submission of a separate budget required for each application?

**Answer:** Applicants should apply under sub-strategy 4 and include the minimum qualifications for the role they would like to provide at the school site (in this case youth life coaching) and also demonstrate the qualifications to provide the role in the school setting. For youth life coaching refer to Activity 2.2. Only one application, and one budget, is required. However, if applicants are interested in providing general youth life coaching services in addition to the school-site, an application for youth life coaching should also be submitted.

**Question:** In regards to the School Site Violence Intervention and Prevention, is the expectation that each VIP team serve multiple sites (i.e. McClymonds and Ralph J. Bunch Academy) or just one site?

**Answer:** For the school-sites that are paired/listed together the expectation is that one VIP team comprised of each of the three roles will be assigned to serve both school-sites (e.g. McClymonds and Ralph J. Bunche Academy)

**COMMUNITY HEALING AND RESTORATION**

---

***Sub-strategy 8.0: Neighborhood and Community Teams (NACT) and Town Nights***

**Question:** According to supplemental question, 3 (page 109) agency(s) must budget \$100K for a series of 8 town night events. Is this to be interpreted as a hard cap? If so, does that mean that a maximum of \$300k should be budgeted to host a series of 8 events at three different sites?

**Answer:** Town Nights is coordinated to occur on the same dates and times in sites across Oakland (parks, street closures, etc.) that have experienced the highest rates of gun/group and gender-based violence. Successful applicants will be expected to deliver the series of events in coordination with DVP staff and the other funded agencies. DVP currently anticipates an allocation of \$100,000 for each site. All applicants should provide an example budget of \$100,000 for a series of 8 events in one location.