



ATTENTION ALL BIDDERS

ADDENDUM NO. 4 to the
Contract Documents for
Department of Violence Prevention FY 2022-2024
Request for Qualifications for Violence Prevention and Intervention Services

Date: January 28, 2022

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

To: Prospective Bidders

1. This Addendum No. 4 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 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 26, 2022.
8. For questions regarding the following topics below:
 - a. iSupplier questions, please send an email to 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. 4 ACKNOWLEDGED:

Signature of Bidder

Date

Addendum #4- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services

This Addendum includes received from January 24 to January 26, 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: Do only the signed Addendum Acknowledgment page(s) need to be uploaded for the RFQ or the entire Addendum?

Answer: Applicants are encouraged to submit only the first 2 pages of each Addendum that includes the signed acknowledgement and combine into one pdf to upload in the *Agency Overview* section.

Question: Should each Addendum Acknowledgment to be uploaded into CitySpan or ISupplier (or both)?

Answer: All of the application documents should be included in the Cityspan application portal. There is no need to submit the Addendum Acknowledgement in ISupplier.

Question: On page 19 of the RFQ instructions, under the *Qualifications* section, instructions for the following questions 2 and 3 regarding addressing the minimum and preferred qualifications state applicants should “upload a document that provides...” What does “upload a document” mean?

Answer: For these two questions, applicants should write a response that addresses the minimum and preferred qualifications in two separate documents and then upload each document to the application portal in the section(s) provided. Documents can be uploaded in pdf or Word format.

Addendum #4- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services

Question: Some of the applications will differ from the Intent to Apply forms that were initially submitted (Collab vs. Single Agency, etc). Does it matter if our final applications are slightly different than the Intent to Apply form our agency submitted?

Answer: The Intent to Apply form should accurately reflect the type of application and contact information for the applicant agency(s). Please contact the Cityspan Help Desk to request the Intent to Apply form be unlocked to update any changes to the application status.

Question: As fiscal sponsor for just one agency that will provide services directly, should the application count as a Single Agency or Collaborative application?

Answer: The description on page 11 indicates Collaborative Applicants...includes Fiscal Sponsors.

Question: In our example budget to serve 25 participants, as specified in the RFQ, our agency is unsure how to specify the DVP Funds Requested in relation to the Projected Match because we are not including a requested funding amount in the application.

For example, if the *DVP Funds Requested* column to serve 25 participants is \$25,000 and we are seeking to serve 200 participants for \$200,000. Is the *Projected Match* \$175,000 in this example? To reflect our goal of the total budget request of \$200,000?

Answer: In this RFQ applicants are not being asked to request a funding amount. The recommended award amounts will be based upon the example budget provided to serve 25 participants. The budget should include the reasonable and justifiable costs to implement the model described in the sub-strategy/activity. The match should reflect 20% of the projected budget to provide services for 25 participants.

If DVP intends for more than 25 participants to be served by a selected provider, the contract award amount will reflect the increased amount. Contract negotiations, following City Council adoption of the award recommendations, will determine the actual number served.

CONTRACTS AND COMPLIANCE

Question: Our agency received Local and Small, Local Business Enterprise (L/SLBE) certification in the past, but our agency is not showing up online – how can we confirm our status?

Answer: You may email Ernestine Nettles, at enettles@oaklandca.gov or Vivian Inman at vinman@oaklandca.gov

Addendum #4- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services

Question: If an agency is L/SLBE certified, does that mean that the agency automatically meets the compliance threshold on Schedule E?

Answer: Under the new L/SLBE Program agencies have to be certified with the City of Oakland for the period of one year to receive L/SLBE preference points.

Question: Is there an exemption to the L/SLBE requirement available?

Answer: If your agency is selected to contract for services, you are required to meet the minimum 50% L/SLBE participation requirement. The Department can seek a waiver of the L/SLBE requirements from City Council, if needed.

Question: We have been a certified Small, Local, and Emerging Business (SLEB) via Alameda County using the interagency application that also covers us under the City of Oakland. We recently applied to renew this interagency certification via Alameda County's process, and there was paperwork included in there for the City of Oakland certification. Can you confirm that this satisfies the requirements for Oakland's local business program?

Answer: Being certified with Alameda County does not cover your firm for certification with the City of Oakland. The process eliminates duplication of documents, whereby, City staff may request your documents from Alameda County to ease the burden on the businesses. Receiving paperwork from Alameda County for the City of Oakland does not satisfy the requirements for Oakland's local business program. Please contact Ernestine Nettles at enettles@oaklandca.gov, as soon as possible, to complete the process, or you may contact Vivian Inman at vinman@oaklandca.gov

Question: Do we need to fill out Schedule E if we are not including any subcontractors or other consultants on our project? Our agency is 100% local and small business on our proposal, and is not sure how to demonstrate that on Schedule E.

Answer: Schedule E is mandatory for all applicants. Please fill out and submit Schedule E whether or not your application included collaborative partners (consultants and/or sub-grantees). If your agency will perform 100% of the work if awarded, please indicate 100% for your agency on Schedule E.

Question: If we are a certified small business, can we list ourselves? Or are we required to show additional partnerships? Does this schedule E mean that we are required to subcontract at least a portion of the funds received?

Answer: There is no requirement to include sub-grantees (i.e. subcontract) if you are applying as a single agency applicant. If your agency will perform 100% of the work if awarded, please indicate 100% for your agency on Schedule E.

Addendum #4- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services

Question: For Town Nights, if local performers will be hired, should they be listed as official subcontractors on Schedule E?

Answer: Vendors such as local performers that may be hired are not sub-grantees. They do not need to be identified in advance on Schedule E.

Question: If the plan is to have agency staff perform the work (e.g. to be violence interrupters), is an agency required to subcontract for additional work?

Answer: There is no requirement to subcontract for additional work. If your agency will perform 100% of the work if awarded, please indicate 100% for your agency on Schedule E.

Question: As a Non-Profit Local Business Enterprise (NPLBE) applying as a single agency, should our agency also submit a Schedule E-2 to access preference points for Oakland workforce?

Answer: Schedule E-2 is optional. Applicants seeking to maximize available preference points should consider submitting Schedule E-2 with appropriate documentation.

Question: Is additional documentation of NPLBE status needed to access Oakland preference points?

Answer: There is no additional documentation needed to access Oakland preference points. Preference points are awarded based on the level of L/SLBE participation achieved on the project.

GUN/GROUP/GANG VIOLENCE RESPONSE

Sub-Strategy: *Violent Incident Crisis Response*

Activity 1.3: *Family Support*

Question: For the Family Support activity, should the budget include emergency support funds for families of homicide victims? If so, what amount is DVP planning to set aside to support these families directly?

Answer: Agencies do not need to include emergency support funds in the example budget. The amount of emergency support funds will be considered in designating the contract award recommendation for this model. Successful applicants will negotiate the allocation for this amount during contract discussions.

Addendum #4- Department of Violence Prevention (DVP) FY 2022-24 RFQ for Violence Prevention and Intervention Services

Sub-Strategy: *Youth Diversion and Youth/Adult Life Coaching* **Activity 2.1:** *Youth Diversion*

Question: We have a longstanding Memorandum of Understanding (MOU) and active working relationship with both the Alameda County District Attorney's Office and Oakland Police Department. We have reached out to both our primary program contacts as well as the contacts listed in the RFQ to request letters of support, but have not heard anything back yet. If we do not get the letter of support in time for the deadline but can provide proof of our MOU and active referral relationships, would that suffice for the letter request? Or, if we do not get the letter in time for the deadline but do receive it soon after, could we submit it as an addendum?

Answer: Applicants are encouraged to contact the systems partners contacts included in the RFQ instructions for support; they have been reminded of the upcoming application deadline. Evidence of existing commitments to partner, including MOUs, are allowable to demonstrate partnership.

Unfortunately, there is no opportunity for any agency to supplement an application following the February 3, 2022 submission deadline.

Question: Are applicants for the youth diversion sub-strategy encouraged to formally partner with a youth life coaching program via a sub-contractual relationship or will DVP accept a referral partnership to complete this part of the requested services?

Answer: Partnership with a youth life coaching agency is not required. The description of the model does not require following the Youth Life Coaching model described in Activity 2.2. Instead, it recommends incorporating elements of the model. Specifically,

Applicants should include elements of the youth life coaching model described below such as assessment, case planning, family engagement, and referrals to supportive services.

Question: For the youth diversion program, would DVP allow referrals received from sources other than law enforcement?

Answer: The diversion model is designed as an alternative to deeper involvement in the criminal/juvenile justice system. Any referral source/referring partner should be a decision maker in the criminal/juvenile justice system.