

**REQUEST FOR QUALIFICATIONS (RFQ) FOR  
CITY OF OAKLAND HEAD START**

**Deadline for submittals  
September 21, 2023, by 2:00 P.M**

**Description:** The City of Oakland Head Start seeks experienced and motivated non – profit organizations, private, public agencies, or family childcare providers to provide direct early childhood development services to children prenatal through 5 years of age. THE COOHS seeks an immediate partnership/s to provide service for 15 Early Head Start slots and/or 31 Head Start slots.

**Contract Amount:** Varies

**Contract Terms:** ug 1 – Jun 30, 2023 (10 months) with potential for longer term

**Instructions:** The RFP instruction package will be available beginning Friday, September 1, 2023, via HSD's website, <https://www.oaklandca.gov/topics/funding-opportunities-hsd> or through iSupplier

**How to Apply:**

Application and Statement of Qualifications (SOQ) must be submitted electronically through **iSupplier**. This is the City's centralized vendor database. **ALL BUSINESSES THAT WANT TO CONTRACT WITH THE CITY MUST REGISTER WITH iSupplier**, to receive bid notifications, to apply for local business certification, and view purchase orders and payment status. Businesses are required to keep their contact email and address site current, to minimize delays and errors.

[add button to link to iSupplier here https://www.oaklandca.gov/services/register-with-isupplier](https://www.oaklandca.gov/services/register-with-isupplier)

Once registered with iSupplier, navigate to **View current RFQ Opportunities** and click the appropriate link for this RFP

*Note: Email submissions and hard copies WILL NOT be accepted*

**Pre-Proposal Meetings (Voluntary): Wednesday, September 6, 2023 at 2pm**

<https://us02web.zoom.us/j/81683440301>The meeting will be recorded and available here, shortly after the meeting <https://www.oaklandca.gov/departments/department-of-human-services>

**Proposal Submittal Deadline: September 21, 2023, by 2:00 P.M. (PST) via iSupplier.** Proposals not received by the 2:00PM deadline will be considered late and will not be accepted

**Program Timeline:** The City anticipates the tentative schedule of events to be as follows:

- Distribution of RFP September 1, 2023
- Pre-proposal Meeting September 6, 2023
- Submission of RFP September 21, 2023
- Evaluation of Proposals September 25, 2023
- Notification of Interviews September 29, 2023
- Interviews Week of October 9, 2023
- Contract Negotiations November 17, 2023
- Contract Documentation Distribution December 1, 2023
- Contract Award January 1, 2024

**Reminders:**

iSupplier WILL NOT allow submission of proposals AFTER September 21, 2023, by 2:00 P.M (PST) All who wish to participate in this RFP must register by clicking this link [\[add button to iSupplier here\]](#) to receive addenda/ updates on this RFP submit proposals, invoice payments if selected, and direct notification of future bid opportunities.

The following policies apply to this RFQ: Equal Benefits ♦ Revised L/SLBE ♦ Living Wage ♦ Campaign Reform Act ♦ Prompt Payment ♦ Arizona Boycott ♦ Dispute Disclosure ♦Border Wall Prohibition♦ Sanctuary City Contracting and Investment Ordinance

**Contact Information**

The following City staff are available to answer questions regarding this RFP.

**Project Manager:**

- Sarah Trist, [strist@oaklandca.gov](mailto:strist@oaklandca.gov)

**Contract Administrative Analyst:**

- Carmen Rotaru, [crotaru@oaklandca.gov](mailto:crotaru@oaklandca.gov)

**Contract Compliance Officer:**

- Sophany Hang, [shang@oaklandca.gov](mailto:shang@oaklandca.gov)