

ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to the
Contract Documents for
Request for Proposals
for On-Call Out of School Youth Services

Date: February 7, 2019

From: The City Administrator's Office and Office of City Administrator Contracts and Compliance Division

To: Prospective Bidders

1. This Addendum No. 1 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.
3. A pre-proposal meeting was held on Monday, January 28, 2019 and attached please find the **Attendance Sheet**.
4. The Submittal date **remains the same**. Bids are due Wednesday, March 6, 2019 at 2:00 pm.
5. Please find the following clarifications:
 - a. Table of Contents
Add APPENDIX I; Directive No. 16-006 Youth Service Policy, page 110
 - b. Page 8, Figure 1: Estimated Funding Availability Per Region
Remove Region
Add Service Area
 - c. Page 23 Required WIOA Youth Elements
Change Appendix K to I.
 - d. Page 30- Regional Partnerships
 - i. Change Youth service providers will be required to participate in the EASTBAYWorks network to Youth service providers should participate in the EASTBAYWorks network.
 - ii. Remove the following sentence: Each OWDB contractor will be required assign a representative to participate in monthly meetings of EASTBAYWorks.
 - e. Page 50 Change numbering:
 - i. 15. Acknowledgment of Addenda
 - ii. 16. Documentation of Monitoring of Current or Prior Federal Awards

- iii. 17. Independent Auditor's Report
- f. Page 56 Possible Bonus Points
 - i. Remove: L/SLBE Certified Business Participation (3 Points)
 - ii. Remove (2-11 points)
 - iii. Add (0-8 points)
- g. Page 59 Appendices
 - i. Add I-Directive No. 16-006 Youth Service Policy
- h. Page 106 Other Requirements, 1. Information and Referral
Change OWIB to OWDB
- i. Add Page 110 Appendix I – Directive No. 16-006 Youth Service Policy



APPENDIX I



CITY OF OAKLAND

OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

OAKLAND WORKFORCE DEVELOPMENT BOARD

DIRECTIVE No: 16-006 – Youth Service Policy
TO: WIOA Service Providers
EFFECTIVE: Retroactive To July 1, 2016
SUBJECT: Youth Services Policy (Drafted 12/16/2016; Updated 02/06/2019)-Includes Youth WEX Policy

Purpose:

This policy provides guidance from the City of Oakland Workforce Development Board (OWDB) regarding services provided to eligible WIOA Youth (Out-of-School and In-School).

Background:

WIOA introduces key changes to the Youth Program including new eligibility criteria for In-School (ISY) and Out-of-School youth (OSY). OSY have a 75% expenditure requirement. The overall Youth program Work Experience minimum expenditure requirement for OSY and ISY is 20%.

The Workforce Innovation Opportunity Act (WIOA) requires that a much higher percentage of available state and local youth funds go toward out-of-school youth --- 75 percent versus 30 percent under WIA --- and increases the age range for out-of-school youth eligibility to 16 to 24, from 16 to 21.

Definitions:

Appropriateness: The possession of qualities that is right, needed, or suitable for Youth Services.

Basic skills deficient: An individual who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Career counseling: Facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the job seeker.

Career planning: The provision of client-centered approach in the delivery of services designed to:

- Prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, where feasible, computer-based technologies; and
- Provide job, education, and career counseling, as appropriate during program participation and after job placement.

Financial literacy services: Activities provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes the following:

- Supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
- Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
- Supporting the ability to understand evaluate, and compare financial products, services, and opportunities; and
- Supporting activities that address the particular financial literacy needs of non-English speakers.

Follow-up services: Activities to monitor WIOA eligible ISY or OSY's success during their transition to employment and further education and to provide assistance as needed for a successful transition.

In-demand occupation: An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local RFP for On Call Out of School Services

economy as listed on the State In-Demand Occupations list or as defined by the local area per the Workforce Innovation and Opportunity Act Individual Training Accounts (ITA) Policy.

In-demand industry sector: An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, and local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors as listed on the State In-Demand Occupations list or as defined by the local area.

Individual Service Strategy (ISS): The ISS is the overall case strategy and plan for the youth. It is developed in partnership with the youth and changes over time. It is a living document that must be updated as activities change, achievements are made, and supportive services are issued or addressed.

Integrated education and training: A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Internship: A system of gaining on-the-job experience by placement in a work environment for a period of time with the goal to build technical and job awareness skills. Internships may be paid or unpaid.

Job club: A group of job seekers who meet for mutual support and networking while looking for employment.

Lower living standard income level: As defined in section 3 (36)(b) of WIOA, income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Department of Labor based on the most recent lower living family budget issued by the Secretary.

Low-income individual: As defined in section 3 (36)(a) of WIOA, an individual who –

- Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP)/CalFRESH, temporary assistance for needy families (TANF)/CalWORKS, or the supplemental security income (SSI) or local income-based public assistance;
- Is in a family with total family income that does not exceed the higher of –
 - The poverty line; or
 - 70% of the lower living standard income level.
- Is a homeless individual;
- Receives or is eligible to receive a free or reduced-price lunch;
- Is a foster child on behalf of whom the State or local government payments are made; or

- Is an individual with a disability whose own income meets the eligibility income requirement of clause (b) but who is a member of a family whose income does not meet this requirement.

Meaningful assistance: Providing assistance on-site using staff that is well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants or providing assistance by phone or other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.

Participation: The point at which the individual has been determined eligible for program services and has received or is receiving a career or training service, other than basic career services and is the point at which an individual is to be included in calculations for performance measures.

Public assistance: As defined in section (3)(50) of WIOA, federal, state, or local government cash payments for which eligibility is determined by a needs or income test. This includes temporary assistance for needy families (TANF)/CalWORKS, supplemental nutrition assistance program (SNAP)/CalFresh, or supplemental security income (SSI).

Registration: The process of collecting information to support determination of eligibility for the WIOA Youth program. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application.

Underemployed individual: An individual who is one of the following:

- Employed less than full-time who are seeking full-time employment;
- Employed in a position that is inadequate with respect to their skills and training;
- Employed and meet the definition of a low-income individual; or
- Employed, but whose current job's earning are not sufficient compared to their previous job's earning from their previous employment per local policy.

Work experience: A planned, structured learning activity that takes place in a workplace setting for a limited period of time.

POLICY & PROCEDURES:

All youth will be determined eligible to the WIOA program as outlined in the OWDB Policy No: 5 Adult/DW & Youth Eligibility prior to receiving WIOA Youth Services.

Expenditure Requirements

- **Out-of-School Youth (OSY)** – WIOA shifts the primary focus of youth formula funds to support the educational and career success of OSY. At least 75% of the WIOA youth formula allocation must be spent on workforce investment activities for OSY, after subtracting funds spent on administrative costs.
- **Work Experience (WEX)** – WIOA places a priority on providing youth with occupational learning opportunities through WEX. At least 20% of the WIOA youth formula allocation must be spent on WEX. The WEX expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for In-School Youth (ISY) and OSY.

Youth Program Service Providers (PSPs) will be responsible for administering a youth program model that meets the requirements as described in the OWDB's Request for Proposal (RFP) and OWDB Provider contracts. The youth program must include the required youth program elements as described under WIOA Law, Department of Labor (DOL) and Employment Development Department (EDD) guidance. A program design framework consists of an objective assessment, an individual service strategy, case management, and follow-up services that lead toward successful outcomes for youth participants.

Objective Assessment - The PSP will assess the academic levels, skill levels, and service needs of each participant. Review of basic skills, occupational skills, prior to work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs, for the purpose of identifying appropriate services and career pathways for participants.

- o Except that a new Objective Assessment of a participant is not required if the PSP determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education training program.

The Objective Assessment must be documented as having been completed in the CalJOBS system. Literacy Numeracy testing to determine Basic Skills Deficiency must be completed within 60 days of the of the participant's first youth program service (Literacy and Numeracy must also be documented in the CalJOBS system within 60 days of the participant's first youth program service received).

- **Individual Service Strategy (ISS)** - The primary service provider (PSP) will develop an ISS for each participant that is directly linked to 1 or more of the indicators of performance as described in WIOA Law Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant, taking in to account the Objective Assessment results.

- o Except that a new ISS for a participant is not required if the PSP determines it is appropriate to use a recent ISS developed for the participant under another education or training program.

The ISS is the overall case strategy and plan for the youth. It is developed in partnership with the youth and changes over time. It is a living document that must be updated as activities change, achievements are made, and supportive services are issued or addressed.

The ISS is to be completed within 60 days of enrollment in to the Youth program. The ISS must be documented as having been completed in the CalJOBS system and the original ISS with signatures of the participant, parent/s (if applicable) and case manager will be placed in the physical case file.

- **Case Management** - The case management component of the WIOA Youth program is conducted throughout the entirety of the youth's participation. From pre-application through follow-up, case management is essential to the success of WIOA service delivery. Case management activities consist of the following, but are not limited to:

- o Direct customer service- Orientation, pre-application, application, eligibility determination, objective assessment, ISS development, career planning, coordination of supportive services,

referrals, job and work experience placement, outreach, and follow-up. (All services rendered to the participant must be reflected with corresponding CalJOBS activities and Case Notes).

o Monitoring and documenting eligibility, services, and outcomes, accurate and timely data entry in to the CalJOBS system. Ensuring eligibility and documentation requirements are met according to the latest EDD Technical Assistance Guide (TAG) or DOL standards. Determining the appropriate time to exit a youth from program participation and monitoring program exits and performance outcomes.

o Utilizing the OWDB and PSP's policies and procedures for WIOA Youth program service delivery.

Follow-Up Services

Appropriate follow-up services must be made available to a participant placed in unsubsidized employment for a minimum of 12 months following the participant's first date of employment. Follow-up services can be useful for participants in order to maintain employment. WIOA staff can provide workplace information and tips for success in the workplace environment.

Additionally, follow-up services provide the continuing link between the participant and workforce system. These services allow the WIOA staff to assist with other services the participant may need once he or she obtains employment. Examples may include assistance with employer benefits, health insurance, and financial literacy and budgeting assistance.

Follow Up Services are required and must be documented in CalJOBS (activities and Case Notes) for all employment that is not recorded in EDD's base wage file (example: Self-Employment, Independent Contractor, "gig" employment, etc).

Program Elements

To support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the youth program shall provide elements consisting of all of the following:

1. Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following:
 - Summer employment opportunities and other employment opportunities available during the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing

- On-the-job training opportunities
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations.
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
 6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
 7. Supportive services.
 8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
 9. Follow-up services for not less than 12 months after the completion of participation.
 10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
 11. Financial literacy education.
 12. Entrepreneurial skills training.
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
 14. Activities that help youth prepare for and transition to postsecondary education and training.

All 14 program elements must be available in the local area, but are not required to be provided to each participant. The PSP has the flexibility to determine what specific services a youth will receive based upon the youth's Objective Assessment and ISS.

Program elements may be available by leveraging resources from other partner programs or other community resources. Referrals to these resources should be made, as appropriate.

Work Experience (WEX)

The WIOA places a priority on providing youth with occupational learning opportunities through work experience.

Work Experience Criteria

Work experience provides IS and OS youth an invaluable opportunity to develop work place skills. Paid and unpaid work experiences must include academic and occupational education (provided either concurrently or sequentially) and may include the following:

- Summer employment opportunities and other employment opportunities available throughout the school year. Local Areas may, but do not have to, provide summer employment opportunities. Under WIA, summer employment was its own program element. Under WIOA, it is incorporated into work experience. Local Areas have the flexibility to decide which work experiences are provided as long as the Local Area spends at least 20 percent of their WIOA youth formula allocation on work experience (Title 20 CFR Section 681.620).

- Pre-apprenticeship programs. Pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program. Pre-apprenticeship programs include the following elements:
 - Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
 - Access to educational and career counseling and other supportive services, directly or indirectly.
 - Hands-on, meaningful learning activities that are connected to education and training activities.
 - Opportunities to attain at least one industry-recognized credential.
 - A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program (Title 20 CFR Section 681.480).

- Internships and job shadowing. Job shadowing is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant and may last anywhere from a few hours to a week or more (TEGL 21-16).

- On-the-job training (OJT) opportunities. OJT means training by an employer that is provided to a paid participant while engaged in a job that meets the following criteria:
 - Provides knowledge or skills essential to the full and adequate performance of the job.
 - Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant or up to 75 percent in circumstance of extraordinary costs of providing the training and additional supervision related to the training.
 - Is limited in duration to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate (WIOA Section 3[44]).

The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament.

Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for a specific work experience. Further, Local Areas may decide who provides the academic and occupational education component. The academic component may take place

inside or outside the work site, and the work experience employer may provide the academic and occupational education component, or such components may be provided separately in the classroom or through other means (TEGL 21-16).

Youth formula funds may be used to pay a participant's wages and related benefits for work experience in the public, private, for-profit or non-profit sectors when the participant's objective assessment and individual service strategy indicate that a work experience is appropriate.

Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of work experience. Allowable expenditures beyond wages may include the following:

- Staff time spent identifying potential work experience opportunities.
- Staff time working with employers to develop the work experience.
- Staff time spent working with employers to ensure a successful work experience.
- Staff time spent evaluating the work experience.
- Classroom training or the required academic education component directly related to the work experience.
- Orientation sessions for participants and employers.
- Incentive payment to youth for an achievement directly tied to the work experience.
- Employability skills/job readiness training to prepare youth for a work experience.

WEX provides youth an invaluable opportunity to develop work place skills. Paid and unpaid WEX must include academic and occupational education.

The required academic and occupational education (e.g., workforce preparation activities, basic academic skills, and hands-on occupational skills training) must be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

Youth formula funds may be used to pay wages and related benefits for WEX in the public, private, for-profit or non-profit sectors when the participant's Objective Assessment and ISS indicate that a WEX is appropriate. Additionally, youth formula funds may be used to pay wages and staffing costs for the development and management of WEX. Staff costs incurred for the functions and activities directly serving participants may count as program costs (e.g., the development of an employer contract, work site visits, and case management).

Youth WEX participants may be assigned paid WEX positions for up to 3 months and 240 hours in duration, with an hourly pay rate to be determined at the time of WEX assignment, which will be the employer's entry level wage for the similar position, but no less than State minimum wage and not to exceed \$15 per hour.

Incentives for reaching milestones during WEX participation may be issued and will not exceed \$100 per incentive issuance.

All minors under 18 years of age employed in the State of California must have a permit to work. [EC 49160; LC 1299] The Federal Fair Labor Standards Act also requires a certificate of age for working minors. The State Permit to Employ and Work ("Permit") is accepted as the Federal certificate [EC

49110, 49112, 49113, 49116]. A youth participant, under 18 years of age and assigned to WEX, must have a copy his/her permit to work in the case file.

Workers' compensation benefits must be available for injuries suffered by the participant while performing WEX activities.

Use of Previous Assessments

When determining the services needed for an individual to obtain or retain employment, the PSP's shall not be required to complete a new interview, evaluation, or assessment of a participant if PSP Staff determines it is appropriate to use a recent interview, evaluation, or assessment (within six (6) months) of the participant conducted pursuant to another education or training program. This may include evaluations completed by a secondary school, Vocational Rehabilitation, Veteran program, or other education or training providers.

Priority for the Youth Program

Priority for Youth Program Services funded by and provided through the adult program shall be given to recipients of public assistance, other low-income individuals, re-entry, individuals who are basic skills deficient, individuals who reside in identified high unemployment areas within Oakland city limits.

The emphasis in WIOA is to prioritize services to those individuals who have the most barriers to employment and to provide those individuals with the opportunity to benefit from employment and training services.

Priority for Veterans and Eligible Spouses

Additionally, the Jobs for Veterans Act, Public Law 107-288 establishes priority of service for veterans and eligible spouses. Veterans and eligible spouses must first meet any and all of the statutory eligibility criteria in order to be considered for: a) enrollment in the program; b) receipt of priority for enrollment in the program; and c) priority of receipt of services. Priority means that veterans and eligible spouses take precedence, with all other qualifying eligibility requirements being equal, over non-veteran and eligible spouses in obtaining services and program enrollment.

Reporting Requirements

Registration/Intake is the process for collecting information to support a determination of eligibility. Program participation begins occurs after the registration process of collecting information to support an eligibility determination and begins when the individual receives an individualized career service or training service which is funded by the adult or dislocated worker program. All contracted PSP's are required to report customer progress monthly which includes (but is not limited to):

- Ensure that WIOA Applications are immediately entered into the CalJOBS system (once WIOA eligibility is determined) within 30 days of the completed WIOA application to ensure accuracy in CalJOBS and to avoid the “CalJOBS 30-day Lockout”.
- Update Customer Activities in CalJOBS (within a 90-day window or initiate Closure/Soft Exit).
- Enter a CalJOBS Case Note to coincide with each customer activity or service provided.
- If a customer is in a Training, WEX or OJT activity, customer progress must be updated every 30 days---monthly in CalJOBS).

Monitoring

OWDB will conduct oversight of the implementation of the WIOA Youth programs to ensure that participants are enrolled in the programs and have been provided identified services.

OWDB has developed a Monitoring Guide based upon WIOA and State (EDD) regulations, OWDB identified program monitors will review the PSP’s and its affiliates/contractor’s implementation of the WIOA Youth programs, including a participant file review. Monitoring will be completed a minimum of annually (each Fiscal Year). Active physical case files must be maintained and stored on-site at each respective PSP’s (and the affiliate sites).

OWDB can conduct Monitoring or Audits of all WIOA/City of Oakland funded programs at any time, to ensure compliance with federal and state laws and regulations.

References

Workforce Services Directive, WSD17-07, Subject: WIOA Youth Program Requirements, (January 16, 2018)

Workforce Innovation and Opportunity Act, Pub. L. 113-128

Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)

20 C.F.R. Parts 603 et al.

2 CFR Part 681: “Youth Activities under Title I of the WIOA”

20 U.S.C. 1404: “Definitions”

29 U.S.C. 3101 et seq.

USDOL, Training and Employment Guidance Letter WIOA NO. 3-15 Operating Guidance for the Workforce Innovation and Opportunity Act, Guidance on Services Provider through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) and Wagner-Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services, (July 1, 2015).

Employment Development Department, Workforce Services Division, Workforce Service Directive 15-03, Issued September 16, 2015

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 17-05, Issued February 17, 2006

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 33-12, Issued June 11, 2013

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 23-14, Issued March 26, 2015

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 8-15, Issued March 2, 2017

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 19-14, Issued February 19, 2015

Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter No. 13-09, Issued February 16, 2010

Title 20 CFR WIOA Notice of Proposed Rulemaking (NPRM), Sections 681 - 681.681.650 and Section 683.280

California Education Code (EC) Sections 47612.1, 58500, 66010

California Unemployment Insurance Code Section 14209

Workforce Services Directive WSD16-1, Subject: WIOA Youth Program Requirements (September 16, 2016)

WIOA Law Section 129

Any discrepancies arising between OWDB policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. OWDB policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will OWDB policy and or procedures not meet minimum federal and state policy.

Action Required:

This information should be disseminated to all agency & provider staff.

Inquiries:

Questions regarding this policy should be directed to the Oakland Workforce Development Board:

City of Oakland Economic & Workforce Development
c/o Executive Director – Workforce
250 Frank Ogawa Plaza, Suite 3315
Oakland, CA 94612

6. Please find the following questions and answers:

The following are the questions and answers received as of January 28, 2019.

Question: Can a fiscally sponsored organization submit a proposal?

Answer: Refer to page 6, section D. Eligible Bidders for This RFP.

Question: If a program site is in a census tract with the highest unemployment, but is not in the preferred zip code, can it be included? (is adjacent to a priority zip code)

Answer: Refer to page 8, Figure 1 Estimated Funding Availability, and pages 52 and 53, Program Design and Service Delivery.

Question: Does the selected vendor have to be based in Oakland or can it be based in another state?

Answer: Refer to page 27, section 6. Facilities and Operations.

Question: The contracts and compliance person, at the beginning said no preference points will be awarded for this RFP, therefore don't submit schedule E-2. It says on page 35 to submit E-2 for additional preference points. Want to clarify of one or the other is correct.

Answer: No, schedule E-2 is not required as it is not applicable to this RFP.

Question: Do current WIOA grantees get preference?

Answer: No. This is a new competition for fiscal years 2019 - 2022.

Question: Are fillable forms for the required proposal elements (core sheet, budget, etc.) available online? If so, where?

Answer: No.

Question: I'm a fiscally sponsored organization, and have an LLC with the State of CA, this has been less than 1 year. Am I eligible?

Answer: Refer to page 6, section D. Eligible Bidders for This RFP.

Question: If applying for multiple service areas - are separate proposals needed for each geographic area?

Answer: Refer to page 7, section E. Funding availability and duration of contracts.

Question: What are the minimum & maximum funding requests allowed?

Answer: Refer to page 8, Figure 1, Estimated Funding Availability.

Question: Does the independent auditors report have to be from last year or can it be a previous year?

Answer: The bidder is required to submit an independent auditor's report from the most recently completed fiscal year. (Page 50)

Question: Is the youth wages part of the budget? If so, what is the required percentage?

Answer: The overall Youth program Work Experience minimum expenditure requirement for OSY and ISY is 20%. Please see Appendix I above.

Question: How are the number of participants served determined?

Answer: We are not able to respond to questions about the design of proposals. We encourage applicants to thoroughly review the guiding documents that are references on pages 11 - 16.

Question: With regards to priority regions, is the relevant zip code a) where the youth resides, b) the location of the non-profits office or c) the work-site location?

Answer: Refer to page 7, section E. Funding availability and duration of contracts, page 8, Figure 1 Estimated funding availability, and pages 18, 2. Priority populations.

Question: Estimated funding availability - is this the range of the available funding?

Answer: Yes. Refer to page 8, Figure 1 Estimated funding availability.

Question: Minimum number of contracts - what is this? Please explain.

Answer: The minimum number of contracts refers to the estimated number of contracts awarded for each geographic area served. Refer to page 8, Figure 1 Estimated funding availability.

Question: How do we reflect in the narrative and the budget that we will be providing services in more than one service area? And if granted, do we receive one contract per service area or one contract that includes all service areas where we will provide services?

Answer: Refer to page 7, section E. Funding availability and duration of contracts, and pages 54 and 55.

Question: Does the service area refer to clients' residence or service provider location?

Answer: Refer to page 8, Figure 1 Estimated funding availability, and page 18, 2. Priority populations.

Question: Do we receive preference point if we submit schedule E-2?

Answer: No, schedule E-2 is not required as it is not applicable to this RFP.

Question: What do you mean by "No Wrong Door" in the youth RFP?

Answer: OWDB seeks to identify a network of service and training providers that will shape and implement a coordinated system of comprehensive workforce services for Oakland youth. Refer to page 17, section 1. RFP goals and priorities.

Question: What is a shortlisted qualifies bidder?

Answer: Refer to page 56, section F. Interviews of short-listed firms - subject to change.

Question: Where in the City of Oakland website can I find the answers to all the RFP questions?

Answer: Questions and answers for the adult RFP can be found here: [OWDB Website](#) and issued to those who registered in ISupplier.

7. All Contractors working with or anticipate working with the City of Oakland must register through iSupplier at the following link <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/index.htm> 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.

8. Once you have completed the process, please send an email to iSupplier@oaklandca.gov with "RFP for On Call Out of School Youth Services" as the subject and we will add you to the

invitation list for future notifications of contracting opportunities with the City of Oakland.

9. For questions regarding the following topics below:

- a. iSupplier questions, please send an email to isupplier@oaklandca.gov
- b. Requesting to receive an invitation to participate in a project, please send an email to isupplier@oaklandca.gov.
- c. Contract compliance questions, contact Sophany Hang at 510-238-3723.
- d. Contract administration questions (e.g., planholders list, attachments, etc.) please call 510-238-3621, fax your request to 510-238-6267 or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunities>

*Christina Gutierrez for
C. Gutierrez*

Christina Gutierrez, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Bidder

Date