



Oakland Fund for Children and Youth



The Contracting Process in FY FY2013-2014

Congratulations on being recommended for funding with the Oakland Fund for Children and Youth!

Steps to contracting with the City of Oakland, Oakland Fund for Children and Youth:

1. All contract documents and business forms required to do business with the City of Oakland are available on the OFCY website at <http://www.orcy.org>. Individual Grant Agreements will be emailed to grantees after the Appeals process is complete.
2. The City of Oakland requires your business to register with the City of Oakland's Oracle iSupplier Portal. (see link to register)
<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/index.htm>
2. Cityspan Training:
 - New organizations and/or staff that are new to previously funded organizations **MUST** attend a Cityspan webinar training session prior to their Contract Negotiation Meeting
3. Scope of Work (SOW) and Budgeting Documents:
 - The Scope of Works and Budgets are uploaded from the RFP submission. They will be available on Cityspan after the RFP Appeals process is complete, to be announced.
4. Contract Negotiation Meeting:
 - At the meeting, three sets of the Grant Agreement (**each with an original signature in blue ink**) and three sets of all contract attachments are to be turned in. Your organization will be meeting individually with OFCY staff to look at Revised SOW and/or Revised Budgets.
5. Gathering Documents:
 - Not having all your documents in order is the NUMBER ONE REASON why contracts are delayed
6. Contract Routing:
 - Upon acceptance of all your contracting documents, your complete file will be routed in this order to the following City Departments for signature:
 - i. Risk Management – Review of Insurance
 - ii. Contract Compliance – Review of Living Wage and Equal Benefits
 - iii. City Attorney – Review of Contract and Attachments
 - iv. Children & Youth Services – Review of Contract and Attachments
 - v. City Administrator – Review of Contract and Attachments
 - vi. City Clerk's Office – Signature and Filed: Contract Executed



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The Contracting Process FY 13-14

Most Common Reasons for Contract Delays:

In most cases, this situation can be avoided by proper preparation of contract attachments and submission of proper documentation.

INSURANCE COVERAGE: Refer to Schedule Q for the City of Oakland's insurance requirements, or the quick fact sheet to help guide your organization to meeting all of the insurance requirements. Check to make sure that none of your policies expire during the time period when the contracting process is taking place.

If your contract is delayed:

Contracting with the City of Oakland is estimated to take 6-8 weeks from the time your file is complete with all attachments and signed contracts. However, there are many complications that can occur that may slow down the process.

Although we try our best to get your organization's contract executed as soon as possible to process your Advance Payment, for many organizations, this cannot happen soon enough.

Advance Payments:

Once your contract has been executed, OFCY staff brings your contract back to the office. We automatically process your Advance payment of 20% of the award amount and submit this payment request within several business days. The finance department, separate from OFCY, then processes the payment request generally within 8 business days.

OFCY staff will contact your organization immediately after the Advance check is cut. The check will only be released to the authorized persons listed on the agency Contact Sheet. At the time the Advance check is picked up, organizations will also receive their original copy of the executed contract.