



# Oakland Fund for Children and Youth

The Contracting Process in FY 1011



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

A few changes in the contracting process that merit notice:

1. Current grantees should all be certified for the Equal Benefits Ordinance (EBO). With the EBO certificate on file, grantees are not required to go through the certification process again. If for some reason your organization did not receive a certificate in the mail, you can contact *Vivian Inman, Contract Compliance Officer – 510.238.6261*
2. Attorney *Alix Rosenthal* is our contact at the City Attorney's Office – *510.238.3603*
3. The City Attorney is requiring that all contract attachments accompany the contract in triplicate. In order to not slow down the routing process, please have 3 copies of all attachments, labeled and in order (see checklist).

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

1. Technical Assistance (TA) Session/Training:  
All organizations not currently contracting with OFCY are required to attend a Technical Assistance Session. The reporting system is a web-based system named Cityspan.
2. Scope of Work (SOW) and Budgeting Documents:  
Some grantees faced reduction in grant award. The reductions will in some cases affect services (i.e. SOW and UOS). Upon request, Grantees will be given access to their Cityspan budget and SOW forms to make adjustments. Adjustments will be reviewed during the Contract Negotiation Meeting.
3. Contract Negotiation Meeting:  
At the meeting, all contract attachments (see checklist), including new SOW and Budget documents printed from the Cityspan database are to be submitted. Your organization will meet individually with OFCY staff to review Revised SOW and/or Revised Budgets.
4. Gathering Documents:
  - a. Not having all your documents in order is the NUMBER ONE REASON why contracts are delayed
  - b. Please label all Attachments and have them in the order listed.



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### 5. Contract Routing:

- a. 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

### The Contracting Process FY 2010-2011

#### Most Common Reasons for Contract Delays:

In most cases, delays 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 the preparation, and ensure that the organization meets 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 4-8 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 quickly as possible in order to process your Advance Payment, for many organizations, the process does not move quickly enough.

For organizations in need of an emergency loan, the Northern California Grantmakers Emergency Loan Fund has been a great resource for some former grantees in a difficult financial position. These loans are characterized as "quick-turnaround, short-term" interest-free loans. Please see the Northern California Grantmaker's website at: [www.ncg.org](http://www.ncg.org) for additional information.

#### Advance Payments:

Once your contract has been executed, OFCY staff starts processing Advance payments. The finance department, separate from OFCY, then processes the payment request. Once the Finance department issues the check, OFCY staff will contact your organization immediately. At the time the Advance check is picked up, organizations will also receive their original copy of the executed contract, replete with signatures.

Advance payments are deducted in equal parts from the 3<sup>rd</sup> and 4<sup>th</sup> quarter reimbursements.