

City of Oakland  
Human Service Department



**ATTENTION ALL BIDDERS**


ADDENDUM NO. 2 to the  
Contract Documents for  
**Request for Quotation 262673**  
for the  
**RFQ FOR GRANT APPLICATION & REVIEW SYSTEM AND GRANT MANAGEMENT  
SYSTEM**

**Date: May 20, 2021**

**From: The Department of Human Services and Workforce and Employment Standards**

**To: Prospective Bidders**

1. This Addendum No. 2 forms a part of the Contract Documents and modifies the original Request for Qualification Documents.
2. Acknowledge receipt of Addendum No. 2 in the space below and attach this signed document to the Proposal.
3. The Submittal date **has been changed**. Proposals are due **May 28, 2021 at 4:00 pm via iSupplier and emailed to Scott Kim at [ofcy@oaklandca.gov](mailto:ofcy@oaklandca.gov)**.
4. Please find attached the **revised questions and answers**.
5. 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> 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.
6. Once you have completed the process, please send an email to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov) with the RFQ name and/or RFQ number on the subject line and we will add you to the invitation list.
7. For questions regarding the following topics below:
  1. iSupplier questions or requesting to receive an invitation to participate in a project, please send an email to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov).
  2. Project related questions, contact the Project Manager, Scott Kim at [ofcy@oaklandca.gov](mailto:ofcy@oaklandca.gov).
  3. Contract compliance questions, contact Vivian Inman at 510-238-6261.
  4. Contract administration questions (e.g., planholders list, attachments, etc.) please call Paula Peav at 510-238-3190 or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunities>.

  
\_\_\_\_\_  
Scott Kim, Project Manager                      5/20/2021  
Date

ADDENDUM NO. 1 ACKNOWLEDGED:

\_\_\_\_\_  
Signature of Bidder                      Date



## Questions & Answers from May 6<sup>th</sup> Pre-proposal Meeting and Emails (Revised May 20, 2021)

---

### Small/Local Business Enterprise Requirement

1. Can you cover the Local/Small Business 50% requirement in the RFP Appendix A, point #3?
  - a. There is a 50% minimum participation requirement for all professional services contracts over \$50,000. The requirement may be met by a certified local prime consultant and/or certified local sub-consultant(s). A business must be certified by the City of Oakland in order to earn credit toward meeting the fifty percent requirement.

If your firm is currently certified with the city and you will perform at least 50% of the work, you automatically qualify. Those firms who are local but have not yet been certified should contact Ernestine Nettles at [enettles@oaklandca.gov](mailto:enettles@oaklandca.gov). The local and small local business enterprise (SLBE) requirements still apply for non-certified LBEs and non-local business enterprises.

2. Is "local" in the city or the greater area?
  - a. City of Oakland.
3. So 50% of the work needs to be done by City certified local business?
  - a. ~~Yes. If you or your subconsultant is a certified Very Small Local Business Enterprise, 25% participation will be double counted to meet the 50% requirement.~~ **To meet the local and small local business enterprise (L/SLBE) participation and to receive additional points for L/SLBE, yes. Please refer to the evaluation criteria on page 11-13 in the RFQ. All applicants are encouraged to respond.**
4. So, if we don't find somebody local for 50% of the work, are you saying we shouldn't respond?
  - a. All applicants are encouraged to respond. ~~However, before a firm can get into a contract with the city, this 50% requirement must be met.~~ **Please refer to the evaluation criteria published on page 11-13 in the RFQ.**
5. To clarify, the lead responder does not need to be 50% local but can subcontract out to a local group for professional services to meet the 50%?
  - a. Yes.
6. Is it requirement or consideration? Hearing two different answers.
  - a. It is a requirement ~~of the L/SLBE participation policy.~~ **All applicants are encouraged to respond. Please refer to the evaluation criteria published on page 11-13 in the RFQ.**
7. On page 16, under 3) Local and Small Local Business Enterprise Program (L/SLBE), a) Requirement – it states that there is a 50% minimum participation requirement for all



City of Oakland RFQ: Grant Application & Review System  
and Grant Management System

professional services contracts over \$50,000. If the vendor’s proposed solution is a Software-as-a-Service solution, which includes a license fee and implementation services, is the resulting contract still considered a professional services contract? If so, does the \$50,000 threshold apply to the full value of the contract (i.e., inclusive of the license fee) or just the implementation services portion?

- a. Yes, the \$50,000 threshold applies to the full value of the contract.
- 8. Due to complexity of this solution is there a waiver for the SLBE requirement?
  - a. ~~No~~. **There is no waiver at this time. All applicants are encouraged to apply. Please refer to the evaluation criteria on page 11-13 in the RFQ.**
- 9. If the City requires a L/SLBE partner, would the City be willing to provide a list of viable candidates (backgrounds in IT or Project Implementation) to select from?
- 10. We too are a smaller, Bay Area company and would love to partner with a local company for this project. Please, where can I find the list of certified Oakland software providers?
- 11. Can bidders know who these 3 or more locally certified organizations in this field are?

Company Name	Contact Name	Company Email	Company Phone	NAICS CODE AND DESCRIPTION
Acumen Building Enterprise, Inc	Barrett, Marlene	marlene@acumen-abe.com	(510) 530-302_	541511 - Custom Computer Programming Services; 541512 - Computer Systems Design Services; 541513 - Computer Facilities Management Services
AEKO Consulting, Inc.	Aladegbami, Gboyega	gboyega@aeko.com	(510) 763-2356	518210 - Data Processing, Hosting, and Related Services
Hyperarts Inc	Ware, Tim	tim@hyperarts.com	(510) 339-6084	541511 - Custom Computer Programming Services
Kalamuna LLC	Mallis, Andrew	proposals@kalamuna.com	800 674-7784	541511 - Custom Computer Programming Services
TJC and Associates, Inc.	Giorsetto, Paul	gianna@tjcaa.com	510-251-8980	541512 - Computer Systems Design Services
TULUM Innovative Engineering dba TULUM Systems	Zamora, Marissa	mmzomira@ddesign.com	5103558159	541512 - Computer Systems Design Services

**Phase 1 - OFCY**

- 1. Please define the 150 programs OFCY is using to fund the 75 different agencies. Is a program defined as a grant award, a program accepting applications etc.? Can you give an example or two if not the grant award.



City of Oakland RFQ: Grant Application & Review System  
and Grant Management System

- a. OFCY funds 150 programs serving children and youth in Oakland, ages 0-21. Each program has an OFCY grant award associated with it. A single agency may have multiple OFCY grant funded programs.
2. Verifying that there are 5 grant programs in Phase 1: OFCY, DVP, HCD, OWDB and Cultural Funding Program.
  - a. OFCY is the only entity in Phase I. The other departments/programs may use the list of qualified respondents from this RFQ in Phase II.
3. Does the city have an expectation on programs that would be part of Phase two or will this be scoped out and priced after phase 1 completion?
  - a. The following departments/programs have expressed interest in Phase II: Department of Violence Prevention (DVP), Department of Housing & Community Development, Oakland Workforce Development Board (OWDB), and Cultural Funding Program.
4. During the pre-bid conference, it was stated that OFCY manages \$18M, is that \$18M annually or \$18M for the duration of the 3-year term?
  - a. \$18M annually. OFCY funds come from 3% of the City's general purpose funds. The actual amount may fluctuate based on the City's revenues.
5. What is the annual grant revenue of OFCY (the total grant dollars managed per year, excluding any CARES ACT)? And, how many grant applications across the programs does OFCY receive per year?
  - a. OFCY funds approximately 150 program grants totaling \$18M annually. All OFCY funds come from the general purpose fund. OFCY releases a RFP every three years and receives approximately 250 applications for funding.
6. How many unique opportunities (application packets) does OFCY solicit each funding cycle?
  - a. OFCY releases a RFP every three years. Historically over the last ten years, we receive 220-250 program applications from over 100 agencies each RFP cycle. There is no minimum or maximum number of applications.
7. It was mentioned that this is one big project but you can chunk it out based on the organizational capacity. What is your capacity at the city? We want to follow the approach that is best for you.
  - a. OFCY is looking of Phase I development of both A) the application & review system and B) the grant management system. Applicants have some flexibility the timing and development of both parts since they have separate deployment dates.

## System Specs

1. Please provide a list of systems currently housing on-going/historical grant information and for each please provide the data schemas and approximate number of records to be extracted, transformed, and loaded into the system.



City of Oakland RFQ: Grant Application & Review System  
and Grant Management System

- a. Cityspan has been the grants management system of OFCY since 2008. There will be no need to extract, transform and load into a new system.
2. The RFQ mentions Adobesign, is there a contract already in place? Or will contract be part of the proposal?
  - a. The City of Oakland currently has licenses for Adobesign for its employees. There is no need to include Adobesign costs in your proposed project budget.
3. Based on the 'Required Proposal Elements and Format' section on pages 9-10, there doesn't appear to be a section on functional requirement responses. Are you expecting a section in the RFQ responses to discuss how our proposed solutions satisfies each of the stated functional requirements outlined in 'Scope of Services' pages 5-8?
  - a. Functional requirement responses should be incorporated into the Program Management section which has a three-page limit.
4. Since it is claim-based grantmaking, can we get a copy of the grantee budget forms you require.
  - a. OFCY budget forms consist of the following main categories: personnel, fringe, direct expense, subcontractors, admin costs. The expense categories are organized in three main columns: Total Project Costs, OFCY Funds, Matching Funds.
5. Should the solution design (& estimated cost) include any other system integrations beyond Adobesign?
  - a. If integration is necessary in order to achieve the required and desired capabilities outlined in the scope of work, please incorporate into your design and estimated cost.
6. Will grant applicants need to have access to past applications and the ability to modify? Or review all past applications?
  - a. No.
7. Will you provide examples of the sources for the request to "upload data themselves from other database systems"?
  - a. OFCY does not have this capability and does not have a examples to share. Grantees have been asking for a self-serve data upload function so that they can migrate their data from the agencies' data management system into OFCY's to avoid duplicate data entry.
8. The RQF requires a user-interface for staff to add, delete or modify fields, uploads, question sets, budget templates. Will systems that do not provide this capability be eligible?
  - a. All applicants are encouraged to apply what they can provide.
9. What is the tech environment that the agency uses currently? Microsoft? Open source?
  - a. Cityspan has been the grant application, review and management system for OFCY since 2008.



City of Oakland RFQ: Grant Application & Review System  
and Grant Management System

10. Corollary - would the agency prefer the solution to be developed using a specific software?
  - a. No, the technology is up to the proposer.
11. Do you want the Grant Management System to integrate into your finance solution? If so what solution?
  - a. That would be a desired capability. The City of Oakland currently uses Oracle as its fiscal system.
12. How many city staff will need to have access to the grant management system to create programs, manage awards, approve awards, be included in workflows and reporting?
  - a. For Phase I, six OFCY staff will need access.
13. What is the anticipated number of internal users and external users?
  - a. For Phase I OFCY, it is expected that six OFCY staff will need access at all times. During the open RFP process, any potential applicant organization should be able to create an account and be able to apply. In the last RFP, 140 agencies created RFP accounts and fully submitted approximately 260 applications. Approximately 60 external reviewers will need access to proposals during the review process. And during the three-year grant cycle, approximately 500 grantee users will need access to grant management.  
  
For Phase II, specific number of users will have to be negotiated with each department and program.

## Budget

1. Is the city looking for an upfront cost for all years or would this initiative be invoiced annually?
  - a. For this RFQ Phase I budget, please present all costs associated for one year (July 2021-June 2022) for the development and implementation of the grant application, review and management system. There is also a question where you should detail ongoing operating expenses for future years.
2. Does the city have a budget target in place for this initiative (either phase one or everything)
  - a. No.
3. Has a budget been approved for this project? If so, for how much?
  - a. No.
4. Is there a total Project Budget - upper limit? First-year costs upper limit?
  - a. No.

## Miscellaneous

1. Will these questions and responses be put together into an addendum that will be made available on isupplier?



City of Oakland RFQ: Grant Application & Review System  
and Grant Management System

- a. Yes. It will also be posted at <https://www.ofcy.org/funding-2/request-for-proposals/>.
2. Can you please provide the City's number of unique subrecipient organizations?
  - a. This number fluctuates. Please review the descriptions of the various City of Oakland departments and programs on pages 1-2 to get a sense of the number of recipients and funds allocated.
3. Will the city consider extending the submission date if answers cannot be provided to questions by 5/14/2021
  - a. ~~Not at this time.~~ **The proposal due date has been extended one week to 4:00pm, May 28, 2021.**
4. Would the City be willing to extend the due date of May 21st?
  - a. ~~Not at this time.~~ **The proposal due date has been extended one week to 4:00pm, May 28, 2021.**
5. Have you had any assistance in preparing this RFQ? If so, from whom?
  - a. No.
6. Have you had demonstrations and/or conversations with grants management vendors? If so, with whom?
  - a. Cityspan and EightCloud.
7. Are additional evaluation points awarded to 'out of the box/commercial off the shelf' grant management solutions that do not need to develop/code a software for the City?
  - a. There are no specific points set aside for "out of the box" solutions. Each proposal will be evaluated on overall program approach and cost effectiveness. The scoring structure is listed on pages 11-12.
8. Would each department within the City that is interested, do they need to also go through individual RFP processes, or can the contract be extended to include the additional departments?
  - a. Interested departments do not have to go through their own individual RFP/Q processes if a contract is initiated by June 30, 2024. The RFQ can be the vehicle to either amend or enter into a separate contract with other interested departments.
9. Will interviews be zoom?
  - a. All interviews will be virtual, most likely via Zoom.