

- City of Oakland
- iSupplier and Certification
 - Workshop

iSupplier Registration

iSupplier REQUIREMENTS

All suppliers (contractors, consultants and vendors) who wish to get certified or recertified with the City of Oakland are required to Register in the City's iSupplier Portal, at <https://www.oaklandca.gov/services/register-with-isupplier>.

The City requires that companies are registered and have completed iSupplier before certification can be issued. Please make sure all the sections under the "ADMIN" tab in your iSupplier Portal except the bank account information is completed.

<https://www.oaklandca.gov/services/register-with-isupplier>

Registration Process

To participate in the RFQ process, you must be fully registered with iSupplier.

STEP 1: Follow procedure A or B

Procedure A: For Suppliers who had previous contracts with the City but do not have an approved user in iSupplier.

The City already has information about your firm based upon your previous contract work for the City. Your firm's principal should send an email to isupplier@oaklandca.gov containing the permanent email address for your company's primary point of contact, their name, telephone number, and title. Once the provided email is added to the iSupplier account, you will receive an email confirmation with your iSupplier temporary password. That user will be able to log in and update the company's profile.

Procedure B: For Suppliers who never registered or did not have previous contracts with the City.

Your firm's principal should register in iSupplier. The City will review your application and respond within three working days by email. If approved, complete Step 2. **Please note:** If you receive an "error" message at registration stating that you already exist in the system, it is very important to stop and follow **Procedure A** above.

STEP 2: Complete the iSupplier profile

After registering, use the [iSupplier Profile User Guide](#) to help complete your profile: 1) Login to iSupplier 2) Click on the ADMIN tab 3) Complete/update the Business Address, Contact Information, Business Classification, and most importantly, their Products and Services. **Please note:** In Products and Services, you must list [NAICS codes](#), and/or [NIGP](#) codes in order to receive our invites to upcoming opportunities.

The email address you provided will be your iSupplier username. When your registration is approved, you will receive an email confirmation with your iSupplier temporary password.

STEP 3: Start using iSupplier

[View the abstracts](#) of current, upcoming, and previous contracting opportunities, then begin responding to RFQs. **Please note:** iSupplier uses "RFQ" to refer to Request for Proposal (RFP), Notice Inviting Bids (NIB), and Notice To Bidders (NTB).

iSupplier

The City's centralized vendor's 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.

[Login & Password Reset](#)

ISUPPLIER



[Register Here](#)

NEW TO ISUPPLIER

[View](#)

ISUPPLIER USER GUIDES




Basic Information

Prospective Supplier Registration

Submit

* Indicates required field

The correct Taxpayer ID number is required for registration approval. For questions with error messages please email us at isupplier@oaklandca.gov.

Company Details

PLEASE ENTER ALL YOUR INFORMATION IN CAPITAL LETTERS. Please do not use a hyphen (-) or spaces in the Taxpayer ID and DUNS Number fields. Incomplete information is subject to an automatic rejection of the registration.

* Company Name

* Taxpayer ID

DUNS Number

Contact Information

Please complete all fields and remember your email address will be your username, once submitted and approved you will receive an email with your temporary password. If you do not see your temporary password in your Inbox, please check your Spam/Junk mailbox.

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

■ CERTIFICATION

CERTIFICATION REQUIREMENTS

Company must be registered in iSupplier.

Request and Completed a Certification or Recertification Application.

Provide a copy of the Current City of Oakland Business license.

Provide a copy of the first page of the company's last three (3) years of taxes.

Provide a copy of the lease or rental Agreement for the Oakland office or proof of ownership (i.e. property tax statement or deed

Provide copies of Three contracts or invoices for work completed from the Oakland business office

Provide a copy of the Company's W-9 form

If Incorporated, provide a copy of a "Secretary of State" letter of Incorporation.

Provide a copy of the Company's current DE6

Additional Documentation may be requested Post Offices Boxes are not recognized as a Business Location.

Tax Forms Requirements for All Applicants

Copy of the last three
years tax returns
(first page only).

Sole Proprietor Form
1040
with Schedule C

Partnership Form
1065

Corporation Form
1120

Limited Liability
Partnership Form
1065

Non-Profit Form
990

Limited Liability
Corporation Form
1120

DWES Home Page -
[https://www.oaklandca.gov/departments/workplac
e-employment-standards](https://www.oaklandca.gov/departments/workplac
e-employment-standards)

Workplace and Employment Standards

The Department enforces Council's policies that stimulate the fair and equitable involvement of Oakland Businesses, Workers, and Residents. (Formerly known as Contracts and Compliance Division)

[City's Contracting Opportunities](#)

[Services](#)

[Topics](#)

[Documents](#)

[Resources](#)

[Projects](#)

[Leadership](#)

[Related Pages](#)

[Contact Us](#)

Services

[iSupplier](#)

[Contractor's Certified
Payroll and Payment
Tracking Software](#)

[Apply for Local
Business Certification](#)

[Regulations
Interpreting the
Oakland Hospitality
and Travel Worker
Right to Recall
Ordinance](#)

Apply for Local Business Certification

The City encourages all businesses located in Oakland to apply for the Local Business Enterprise (LBE) or Small Local Business Enterprise (SLBE) or Very Small Local Business Enterprise (VSLBE) or Locally Produced Goods (LPG) certification.

Request

CERTIFICATION APPLICATION

iSupplier

REGISTRATION AND LOG IN

Assessment

USER GUIDE

Thank you for your interest in the City of Oakland Local/Small Local Business Enterprise (L/SLBE) Program. Our process has changed.

For Local Business Enterprise (LBE), Small Local Business Enterprise (SLBE), or Very Small Local Business Enterprise (VSLBE) certification, **[please click on the Certification Application Request Link, above.](#)**

iSupplier Administration Tab – Request for Local Certification Request Form

Supplier Home Orders Negotiations Finance **Administration** Assessments

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications**

Business Classifications

If you want to apply for local certification or re-certification please click on the following link:
[Local Certification Request Form](#)

 **TIP** Date format example: 25-Oct-2021

Classification 	Applicable	Ownership Typ
010 SIRE (Small Local Business Enterprise) Certified	<input checked="" type="checkbox"/>	

CERTIFICATION REQUEST FORM



Thank you for your interest in the City of Oakland Local/Small Local Business Enterprise (L/SLBE) Program. Our process has changed.

Please note that the new process requires that your company be registered in our iSupplier Portal before a Certification or Recertification Application can be processed.

I am registered in iSupplier, please send me the: Required

- Certification Application
- Recertification Application

Business Name Required

Please type in your Business Name as listed in the iSupplier portal.

Full Contact Name Required

■ North American Industry Classification System

■ NAICS Code

North American Industry Classification System

Main

History

Development
Partners

Federal
Register Notices

FAQs

Reference Files ▾

Search
Results

NAPCS

NAICS Search

Enter keyword or 2-6 digit code

Architect

Go

Enter keyword or 2-6 digit code

2012 NAICS Search

Go

Enter keyword or 2-6 digit code

2007 NAICS Search

Go

Search Results

2017 NAICS Definition

T = Canadian, Mexican, and United States industries are comparable.

Search results for: Architect

Number of records found: 32

- 325510 Architectural coatings (i.e., paint) manufacturing
- 327110 Architectural sculptures, clay, manufacturing
- 327110 Sculptures, architectural, clay, manufacturing
- 327120 Architectural terra cotta manufacturing
- 327331 Architectural block, concrete (e.g., fluted, ground face, screen, slump, split), manufacturing
- 327390 Architectural wall panels, precast concrete, manufacturing
- 327420 Columns, architectural or ornamental plaster work, manufacturing

**Certification Program
for PROFIT and
NOT-FOR PROFIT
Local Oakland
Business Enterprises**

Certifications

LBE = Local Business Enterprise

SLBE = Small Local Business Enterprise

VSLBE = Very Small Local Business
Enterprise

LPG-LBE = Locally Produced Goods Local
Business Enterprise

SBA-LBE = Small Business
Administration Local Business Enterprise

CERTIFIED FIRMS INCENTIVES INCULDE BUT IS NOT LIMITED TO

- Bid Discounts and Preference Points
- Opens Door for business opportunities
- Helps the company organize and maintain records
- Certified businesses earn bid discounts and preference points based on the level of participation proposed prior to the award of a contract.
- Bid discounts are applied.
- Firms certified as “Very Small and Local Produced Goods” earn double the participation credit.

Contacts: Certification

Shelley Darensburg - Contract Compliance Supervisor

Office (510) 238-7325 or sdarensburg@aklandca.gov

Vivian Inman - Senior Contract Compliance Officer

Office (510) 238-6261 or vinman@oaklandca.gov

Ernestine Nettles, Assistant Contract Compliance Officer

Office (510) 238-6160 or enettles@oaklandca.gov

Dasco Munoz - iSupplier Technical Question

Email - isupplier@oaklandca.gov

Announcements

RFP OFCY FY 2022-2025

Release early January 2022

RFQ City of Oakland Measure Z Evaluation Services 2022-2025

Pre-Proposal Meeting: Wednesday, December 15, 2021, 1:00–2:30pm

RFQ For Violence Prevention and Intervention Services FY 2022-2024

Pre-Proposal Meeting : Tuesday, January 11, 2022, 2:00-5:00pm