



Oakland Housing  
Authority

**RFP #19-001**  
**Summer Youth Employment Program**

**Addendum #2**  
**Date issued and released: March 13, 2019**

**Changes to the RFP:**

**Cost Form:** Please see Revised Exhibit A. OHA has removed the minimum number of participants to make it clearer that OHA is open to receiving proposals from Contractors that are unable to meet the minimums listed in the previous Cost Form. Please use this form when submitting your company's RFP Response.

OHA has also revised "Employment Cost Summer Program Completion". It has been revised to state "Employment Post Summer Program Completion."

**Contractors Summary Guide to Section 3 Compliance Form:** The number referenced 510-587-5160 should be replaced with 510-587-5115.

**Responses to Questions:**

The following questions were submitted by the deadline and are answered in this addendum.

**Question #1:** Is this project only for summer time; not year-round? If so, what is the definition of summer under OHA (timeline)?

**Answer #1:** This project is for the summer only. This project is not year-round. The Oakland Housing Authority (OHA) anticipates that the summer employment program will take place sometime between May – September, depending on the selected contractor(s) program design.

**Question #2:** What is the minimum and maximum number of hours a youth may work?

**Answer #2:** This project is for the summer only. OHA anticipates that youth will work in subsidized employment during the summer. Youth minimum and maximum hours worked must be within applicable youth labor law.

**Question #3:** Can the Contractor pay various rates based on the assignment given to the youth?

**Answer #3:** Employment opportunities must be paid at no less than the City of Oakland minimum wage rate. If there are various rates of pay exceeding the City of Oakland minimum wage due to the assignment, Contractor(s) must factor this in their project costs.

**Question #4:** Is the expectation of OHA that youth will secure unsubsidized employment at the end of their assignment?

**Answer #4:** There is no expectation that each youth secure unsubsidized employment at the conclusion of their summer assignment. However, there is a bonus offered up to 10% of the contract year total budget for youth placed in employment post summer program.

**Question #5:** Is it mandatory/necessary to secure a location, such as an office space for this project or would it be possible to operate at each one of the OHA residences?

**Answer #5:** The OHA does not require that the contractor(s) secure a location or office space for this project. The contractor(s) will need a location in which to conduct the business of this project with standard office equipment such as desk, phone, copy machine, etc. The OHA is open to discussing the possibility of the contractor(s) operating out of one of OHA's sites.

**Question #6:** Would OHA need to approve/review our curriculum? Is it something that needs to be included in the RFP submission? It is quite lengthy.

**Answer #6:** The OHA will review the proposed curriculum of selected contractor(s). All items that speak to contractor(s) experience, approach to the project, technical capability and alignment with RFP stated goals should be submitted with the RFP proposal.

**Question #7:** Have there been any updates to OHA youth data?

**Answer #7:** Yes. The OHA updates its resident demographic data annually.

**Question #8:** Will summer youth employment applications be online?

**Answer #8:** This is not yet determined. Applications may be online and/or paper copy.

**Question #9:** What is the amount of funding available for this proposal?

**Answer #9:** The OHA has not established minimum grant amounts to be awarded.

**Question #10:** Are there any page limits or formatting requirements such as font, size, etc. for the response to this proposal?

**Answer #10:** No.

**Question #11:** Is there advance funds for youth wages?

**Answer #11:** The OHA is open to discussing this with selected contractor(s).

**Question #12:** What is the minimum number of youth served for each organization?

**Answer #12:** The OHA desires to have a minimum of 300 youth enrolled each summer across all contractors/organizations. If a contractor cannot serve all 300 OHA youth, they should identify the number of youth that they can serve in their proposal.

**Question #13:** Will one provider be serving all 300, or will multiple providers be chosen? If multiple providers, what is the minimum amount of grantees each organization would be able to serve?

**Answer #13:** This project may be awarded to one contractor or awards given to multiple contractors. If a contractor cannot serve all 300 OHA youth, they should identify the number of youth that they can serve in their proposal.

**Question #14:** Is it possible to have sub-contractors for this contract?

**Answer #14:** Yes.

**Question #15:** How many hours of training are required?

**Answer #15:** The program training hours is up to the Contractor's curriculum and proposal. Historically, OHA youth have enrolled in summer employment programs that offered 20 hours of training.

**Question #16:** Is it a one (1) year project?

**Answer #16:** A contract for one (1) year will be awarded, with four (4) additional one-year Option Terms.

**Question #17:** What is the date of the last invoice we can submit?

**Answer #17:** Payments and invoicing will be addressed during contract negotiations.

**Question #18:** How many copies of the proposals are we expected to submit?

**Answer #18:** Please refer to section 4.3 of the RFP.

**Question #19:** On Exhibit A, are we supposed to enter a dollar amount on each row of each column (Year 1, Year 2, Year 3, etc.) or participant projection numbers on the rows that have minimum numbers of participants noted and dollar amounts only in the cells where there are dollar (\$) signs?

**Answer #19:** The Proposed Cost Form in Exhibit A has been revised to provide greater clarity on its completion. Please see attached revised Cost Form.

**Question #20:** Do you have a recommended or maximum dollar amount per youth that can be requested to pay for case management and program administration costs?

**Answer #20:** No. This is a performance based contract. The budget categories and performance areas for this project are Curriculum Development, Training Enrolments, Training Completions, Job Placements, Job Retention at 75 hours, Job Retention at 100 hours and Case Management. Administration Costs is not a budget category for this project. Contractors must take any costs outside of the project budget categories into consideration when proposing costs for the performance areas of the project.

**Question #21:** What does "Employment Cost Summer Program Completion" mean on Exhibit A?

**Answer #21:** It has been revised to state "Employment Post Summer Program Completion." Please see attached revised Cost Form.

**Question #22:** When will grant award decisions be finalized?

**Answer #22:** May 2019.

**Question #23:** Regarding Section 3.1 A: Letter of Interest: Item 2 states "Briefly describe how your firm will meet the minimum qualification." Where are the minimum qualification listed? Does this refer to the bullet points in Section 2B: Scope of Work?

**Answer #23:** There are no specific minimum qualifications for this RFP. Please tailor your response to cover the required services in the Scope of Work.

**Question #24:** Can we list, as clients, employers for whom we have recruited, prepared and placed youth, in lieu of additional clients that have funded our work? If not, is it sufficient to only list one client, or would doing so disqualify our application?

**Answer #24:** Contractors should list any and all relevant experience in performing similar work and past performance that illustrates their ability to meet the goals of this RFP.

**Question #25:** In regards to Section 3.2B: Section 3 Requirements Form and Action Plan because we are applying for funding for a youth employment funds, the vast majority of funds received will go towards the employment of OHA residents. However our current permanent full-time staff do not meet the 30% current/former OHA residents. Given this, it is correct to assume we should NOT claim Section 3 business status?

**Answer #25:** A business claiming Section 3 status has at least 30% of its permanent full-time employees who are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents. If a business claims this option, the 30% employment requirement must be maintained for the entire project.

To claim status as a Section 3 Business Concern, one or more of the following must apply:

- \* 51% or more owned by Section 3 residents
- \* 30% or more of permanent full-time workforce consists of Section 3 residents
- \* Provides evidence to subcontract at least 25% of the dollars awarded to qualified Section 3 businesses

**Question #26:** In regards to Section 2B: Scope of Work: The second bullet points states, "The Authority shall: Authority residents..(who)...meet the providers(s) guidelines for enrollment." Does that mean OHA will provide an awarded contractor with a list of names of all qualifying youth to assist the contractor in identifying, recruiting and supporting those youth into and through employment?

**Answer #26:** The OHA shall provide selected contractor(s) with a list of youth who are age 16 – 24 years of age who can be recruited for the summer employment program. The OHA will also assist the selected contractor(s) in marketing and recruiting for the summer employment program. The selected contractor(s) shall provide case management services to enrolled youth throughout the summer employment program, provide job retention services to the youth who have successfully been placed on a job site & conduct regular work site visits to assess the success of program participants and collect work experience feedback.



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**Addendum #2**  
**Date issued and released: March 13, 2019**

Bidder hereby acknowledges this addendum:

Name of Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of this Addendum must be included with your proposal.**

**EXHIBIT A**  
**PROPOSED COST FORM (Revised)**

Budget Cost Category	# of Participants	Year 1	Year 2 (Option 1)	Year 3 (Option 2)	Year 4 (Option 3)	Year 5 (Option 4)
Curriculum Development	N/A	\$	\$	\$	\$	\$
Training Series		\$	\$			
Enrollments						
Completions		\$	\$	\$	\$	\$
Job Placements		\$	\$	\$	\$	\$
Job Retention		\$	\$	\$	\$	\$
75 Hours		\$	\$	\$	\$	\$
100 Hours		\$	\$	\$	\$	\$
Case Management		\$	\$	\$	\$	\$
<b>Yearly Total:</b>		\$:	\$:	\$:	\$:	\$:
<b>Employment Post Summer Program Completion</b>		\$:	\$:	\$:	\$:	\$:
<b>Grand Total</b>		\$:	<i>Add Total for years 1-5 plus yearly totals for Employment Post Summer Program Completion</i>			

Contractor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Note:** The Oakland Housing Authority seeks the following youth service totals for the entire summer employment program.  
Enrollments - 300 youth • Training - 250 youth • Job Placement - 250 youth • Case Management - 200