



## EAST BAY INTERAGENCY ALLIANCE Common Application for Certification

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Dear members of our local business community:

The East Bay Interagency Alliance (EBIA) partner agencies have established a collaborative Common Application for Certification designed to streamline the certification process for local businesses working in Alameda County. The Port of Oakland also certifies firms in Contra Costa County. **The Common Application is a sharing of information between agencies and NOT a reciprocal certification.**

The agencies of the Certification Task Force hope that the Common Application will further facilitate contracting with our agencies and assist businesses in using our programs when vying for contracts. We have developed this process in response to requests that we make the certification process among our agencies more efficient and in acknowledgement of the past frustrations expressed by our business community. We encourage all our small and local businesses to participate more fully in the opportunities available to them through our agencies. Our agencies continually seek to increase competition in the bidding process, procure better contracts with lower costs, and play a prominent role in the development of our local economy by increasing capacity in our local, small and diverse businesses.

The Common Application for Certification, along with the required Supplemental, may be submitted for certification with any of the agencies listed. If any additional information is required, your firm will be contacted by the agencies you have chosen. Please proceed with the Instructions, the Common Application, and the Supplemental Questionnaire that follow in this Application Packet.

On behalf of the EBIA and its member agencies, we thank you for your participation.

The EBIA Certification Task Force

If you have questions, please contact:

Alameda County – Office of Patrick O’Connell Auditor-Controller  
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**Marlene Rubain**, (510) 893-3347 [certification@actia2022.com](mailto:certification@actia2022.com)  
City of Oakland - Department of Contracting & Purchasing - Social Equity Division  
**Vivian Inman**, Tel. 510 238-3970, fax 510 238-3363, [vinman@oaklandnet.com](mailto:vinman@oaklandnet.com)  
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# EAST BAY INTERAGENCY ALLIANCE

## Common Application for Certification

### INSTRUCTIONS

1. Complete the Common Application for Certification.  
Select an agency that you want to certify with, complete the agency's Supplemental Questionnaire, if required. Sign and/or notarize as required.
2. Submit Common Application, Supplemental Questionnaire and required
3. documents found on the Supplemental Questionnaire to the agency for review.
4. If you wish to be certified by all of the agencies at the same time. Complete the Common Application and ALL of the Supplemental Questionnaires. (B– D). Be very careful to supply all of the required documents. NOT all agencies request the same documents. Note: Each agency will be performing its own certification review. Submit this complete packet to only one agency. This agency will forward the packet to the other agencies.
5. Project or Contract related Certifications.  
If you are bidding on a contract with a particular agency, submit your certification application to that agency for processing.

### FAQ's

1. What will the Common Application for Certification do for me:  
Ans: It will reduce that amount of time and energy spent filling out and duplicating paperwork for each agency's separate Certification process.
2. Why are there different Supplemental Questionnaires?  
Ans: The Common Application for Certification is not a one-stop certification process. Each agency has its own programs and policies to assist small and local firms. Each agency's certification process is aimed at meeting those program and policy goals. For example: the City of Oakland certifies vendors within the City of Oakland; Alameda County certifies City of Oakland vendors as well as other vendors that are located within the County of Alameda; the Port of Oakland certifies vendors located within Alameda and Contra Costa counties. You can see that there is some overlap in parts of each agency's certification requirements. Yet each agency is different. Hence the need for separate Supplemental Questionnaires.
3. I'm bidding on a contract, who do I submit my certification to?  
Ans: Submit your Common Application to the agency that you are bidding with. Meet the requirements as set forth in the bidding documents.