East Bay Interagency Alliance (EBIA)

COMMON APPLICATION for LOCAL CERTIFICATION

 $\underline{Alameda\ County-Alameda\ County\ Transportation\ Commission-City\ of\ Oakland-Port\ of\ Oakland}$

					tal Date:
Check Certifying Agency and click link to down	nload	Supp	lementa	1:	
☐ Alameda County – No supplemental ☐ Alameda County Transportation Com	-		Complete	Supplementa	<u>IB</u>
City of Oakland – Complete Supplemental	C				
Port of Oakland – Complete Supplementa	1D				
All the above	<u>1D</u>				
All the above					
The Common Application is a sharing of informatio 1) Contact Information	n bet	ween a	gencies a	and NOT a r	eciprocal certification.
Legal Name of Entity	С	ontact Pe	rson (Name	& Title)	
Street Address of Entity (No P.O. Box)					
City		State	Z	ip Code	County
Telephone Fax #				Cell#	
Email Address	W	eb Site			
2) Company Profile					
Primary Services/Supplies offered:	Prim	ary NAIO	CS Code(s)	(listed on Federal	tax documents):
				1	
Date Entity was established (mm/dd/yr) Does the entity have one or n Alameda County? If yes, list other location(s)	nore add		ffices outsid		eda County office was (mm/dd/yr)
Method of Acquisition ☐New ☐Purchased e ☐Merger or consolidation ☐Inherited	xisting		Secured c		Federal ID Number:
Has this entity operated under a different name during the past five years?	ПΥ	_		her business name	e(s):
		_	•		()
Type of Firm					s) that own greater than 50% of the
☐ Sole Proprietorship☐ Joint Venture				for tracking purpo	• *
Joint Venture Partnership			African	n American	☐ Hispanic ☐ Native American
Corporation			Asian	Pacific /Hawaiian	Multi ethnic ownership
☐ Limited Liability Partnership ☐ Limited Liability Corporation			Asian Caucas		Multi ethnic minority ownership
Publicly traded entity			Filipin		Decline to state
□ Non-Profit or Church □ Other			Gender (f	or tracking purpos	es only)
			☐ Male		Nonbinary Decline to state
Gross Receipts for the last three recent fiscal		7	C-4-1 D- :		
years: Year Ended Please attach copies of appropriate tax Year Ended			Total Receip Total Receip		
returns: (e.g. Form 990, Form 1040, Form Year Ended			Total Recei		

Number of Employees at the loc				
	eal office	Temporary Full Time	Seasonal Full Time	
Permanent Full time Permanent Part time		Temporary Part Time	e Seasonal Part Time	
TOTAL Number of Employees	at all locations			
Permanent Full time	at an rocations	Temporary Full Time	Seasonal Full Time	
Permanent Part time		Temporary Part Time	Seasonal Part Time	
3) Certifications:				
Name o	f Issuing Authority	Type	Number	Expiration Date
City / County Business Tax Cert	iificate			
Internal Revenue Service (requir the Letter of Determination of N	red) – If your firm is a Non-Profit, submit fot For Profit Status.			
State of CA /CUCP Certification	n for DBE/ACDBE firm			
State of CA/SBA Certification	for Small firm			
Other Certification				
Other Certification				
Other Certification				
	enses, Permits and/or Cert page if additional space is needed)	ificates (e.g. contractor, arcl	hitect, engineer, etc. – list all t	
Name o	f Issuing Authority	Type	Number	Expiration Date
State of CA Contractor's Licens	e Board - Contractor's License:			
State of CA Professional Service	e License or Permit:			
State of CA Service Provider Lie	cense or Permit:			
Other:				
Other:				
Other:				
5) NAICS Codes: If (begin with primary and a	Please review the NAICS ¹ listing of work codd all specialty areas as indicated in the Comrch.htm & https://www.census.gov/naics/, ac	pany Profile section) NAICS Co	odes can be found at:	of importance
5) NAICS Codes: If (begin with primary and a http://www.naics.com/sea	dd all specialty areas as indicated in the Com	pany Profile section) NAICS Co ld separate sheet for additional l	odes can be found at:	r of importance
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5) NAICS Codes: In (begin with primary and a http://www.naics.com/sea NAICS Code 6) Additional Information (Control of the Code)	dd all specialty areas as indicated in the Comrch.htm & https://www.census.gov/naics/, action area. The comprehension are supplied to the comprehension and the comprehension are supplied to the comprehension a	pany Profile section) NAICS Co ld separate sheet for additional l	odes can be found at: NAICS codes if needed.	
5) NAICS Codes: A (begin with primary and a http://www.naics.com/sea) NAICS Code 6) Additional Informate A re you a Trucking A supplier? Yes 7) When subman members, I consent	dd all specialty areas as indicated in the Comrch.htm & https://www.census.gov/naics/, action area. The comprehension are supplied to the comprehension and the comprehension are supplied to the comprehension a	pany Profile section) NAICS Cold separate sheet for additional Description of Work Truck Broker? Yes y of the checked Ce on contained herein	odes can be found at: NAICS codes if needed. NAICS codes if needed. NAICS codes if needed.	s □ No

 $^{^1}$ North American Industry Classification System – $\underline{www.naics.com}$ Rev. 05/12/2022AC



EAST BAY INTERAGENCY ALLIANCE Common Application for Certification

Dear members of our local business community:

The East Bay Interagency Alliance (EBIA) partner agencies have established a collaborative Common Application for Local Certification designed to streamline the certification process for local small businesses located in Alameda County. The Port of Oakland also certifies firms in Contra Costa County. The Common Application for Local Certification 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 competing for contracts. We have developed this process in response to requests that we make a certification process among our agencies more efficient and in acknowledgement of the past frustrations expressed by our business community. We encourage all of our small and local businesses to participate in the opportunities available to them through our agencies. Our agencies continually seek to increase competition in the bidding process. Increased competition can result in achieving multiple goals including contracts with lower costs, new and emerging technologies, 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 Local 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 the 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 Melissa Wilk, Auditor-Controller
SLEB Certification Tel. 510 891-5500, ACSLEBCertification@acgov.org
Alameda County Transportation Commission
Maxima Paredes Tel. 510 208-7466, mparedes@alamedactc.org
City of Oakland – Office of the City Administrator, Division of Contracts and Compliance
Ernestine Nettles Tel. 510. 238-6160, enettles@oaklandnet.com
Port of Oakland – Contract Compliance – Social Responsibility Division
Certification Hotline Tel. 510 627-1627, srdadmin@portoakland.com

EAST BAY INTERAGENCY ALLIANCE Common Application for Certification

Instructions

- 1. Complete the Common Application for Local Certification. Select an agency(s) that you want to certify with, review agency specific instructions and information (if available) and complete agency specific Supplemental Questionnaire, if required. Sign and/or notarize as required.
- 2. Submit Common Application, Supplemental Questionnaire and as required, documents listed on the Supplemental Questionnaire to the agency(s) for review. Please note: Not all certifying agencies require or accept documents with the application.
- 3. If you wish to be certified by all of the agencies: Complete the Common Application and ALL of the Supplemental Questionnaires, (B-D). Be very careful to supply all required documents (not all agencies request the same documents). Submit the complete packet to only one agency. Upon receipt, the agency will forward the Common Application and each Supplemental Questionnaire with the documents provided to the other agencies. Each agency will perform its own certification review.
- 4. **Project or Contractor related Certifications:** If you are bidding on a contract with a particular agency, submit your certification application to that agency for processing.

FAQs

- 1. What will the Common Application for Local Certification do for me?

 Answer: It will reduce the 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?
 - Answer: The Common Application for Local 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 only; Alameda County certifies City of Oakland vendors as well as other vendors that are located within the County of Alameda and 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 application to?

 Answer: Submit the Common Application for Local Certification (and Supplemental Questionnaire as required) to the agency that you are bidding with. Meet the requirements as set forth in the bidding documents.

EBIA Certification Task Force Team Revised 05/12/2022AC