

**CITY OF OAKLAND CALIFORNIA
REQUEST FOR PROPOSAL (RFP)
FOR THE OAKLAND FIRE DEPARTMENT**

Project Name: RFP for Oakland Fire Department Pre-Employment Background Investigations

Required License: Qualified Investigators/Consultants

Contract Term: Three years with an optional two-year extension.

Services Required The City of Oakland is soliciting proposals from individuals and/or firms interested in providing pre-employment background investigations of firefighter recruit applicants for the Oakland Fire Department. The duties of the contract will be performed under the direction of the Fire Chief or his designee. The employee assistance and counseling services consultant will provide confidential counseling services to OFD employees and their eligible dependents. These services will include, but are not limited to assessment, counseling and referrals medical services

Pre-Proposal Meeting: Wednesday, August 5, 2009 at 11:30 am in the Skyline Conference Room located on the 3rd floor of the Dalziel Building, 250 Frank Ogawa Plaza, Oakland, CA 94612

Proposals Due: Six (6) copies of the proposal must be received by Friday, August 28, 2009, at 2:00 p.m. Proposals should be addressed to the attention of Nina Morris c/o **Contract Administration, 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3341, Oakland, California 94612.**

Requests for Proposal are available for pick-up on weekdays from 8:00 a.m. to 4:30 p.m. at the Department of Contracting and Purchasing, Contract Administration Office, located in the Dalziel Building, 250 Frank Ogawa Plaza, Suite 3341, Oakland, CA 94612. There is no fee for this proposal. If mailed \$9.05

The Contractor shall be required to comply with applicable City programs, details of which are presented in project documents and online at http://cces.oaklandnet.com/ContComp/Contract_Admin.asp.

The City Council reserves the right to reject any and all bids.

For project management questions, contact Nina Morris at (510) 238-4055; for contract administration, Nocoasha L. Orduna at (510) 238-3621; and contract compliance, Sophany Hang (510) 238-3723. The City Council reserves the right to reject any and all bids.

LaTonda Simmons, City Clerk
and
Clerk of the City Council
(July 31, 2009)