



EAST BAY INTERAGENCY ALLIANCE Common Application Overview

INTRODUCTION

The East Bay Interagency Alliance (“EBIA”) partner agencies have established a collaborative Common Application for Local Certification (“Common Application”) to streamline the certification process for local small businesses located in Alameda County by sharing information between agencies. The Port of Oakland also certifies firms in Contra Costa County.

The EBIA hopes that the Common Application will 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 for a more efficient approach and in acknowledgement of the feedback expressed by our business community. We encourage all of our small and local businesses to participate in the opportunities available through our agencies.

The Common Application, along with the required Supplemental Questionnaire(s), may be submitted for certification with any of the agencies listed. The Common Application is not a reciprocal certification. If any additional information is required, your organization will be contacted by the agencies you have selected in the application. For more information, see below for instructions and frequently asked questions.

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

THE EBIA CERTIFICATION TASK FORCE

- Alameda County
510.891.5500 | acslebcertification@acgov.org | acgov.org/sleb
- Alameda County Transportation Commission
510.208.7460 | certification@alamedactc.org | alamedactc.org/contract-equity
- City of Oakland
510.238.3970 | certification@oaklandca.gov | oaklandca.gov/services/local-business-certification
- Port of Oakland
510.627.1627 | srdadmin@portoakland.com | portofoakland.com/port/social-responsibility/certified

GENERAL INSTRUCTIONS

1. Complete the Common Application for Local Certification. Select the agency or agencies that you want to certify with, complete each applicable agency’s supplemental questionnaire, if required. Sign and/or notarize as required.
2. Submit the Common Application, applicable supplemental questionnaire(s), and required documents found on the supplemental questionnaire(s) to the agency for review.
3. If you wish to be certified by all agencies at the same time: Complete the Common Application, all Supplemental Questionnaires B, C, and D, and submit along with all required documents. Submit this complete packet to only one agency. Upon receipt, the agency will forward the packet to the other agencies. Agencies may request different documents, and each agency will be performing its own certification review.

FAQs

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

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?

The Common Application 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 vendors that are located within its county; Alameda County Transportation Commission certifies vendors within its county; 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 proposing or bidding on a contract. Who do I submit my certification application to?

Submit the Common Application for Local Certification to the agency that you are submitting a proposal or bid to. Meet the requirements as set forth in the solicitation.
