



NOTICE TO ALL BUSINESSES

INSTRUCTIONS: All businesses (**aka contractors, consultants and vendors are referred to as Suppliers**) who wish to do business or apply for certification/recertification with the City of Oakland are required to register with the City's iSupplier Portal, at <http://www2.oaklandnet.com> then click on the Government Tab, scroll down to City Administrator's Units and click on the Contracts and Compliance link. This will take you to our main website; look for the iSupplier logo click on the [Register](#) link. If Suppliers have any questions, concerns or issues please contact us by email, fax or U.S. mail to:

City Administrators Office Contracts and Compliance Unit
250 Frank Ogawa Plaza Suite 3341 Oakland, Ca. 94612
Tel: (510) 238-3970 - Fax: (510) 238-3363
isupplier@oaklandnet.com

Benefits of iSupplier: (1) Suppliers will receive email notifications/invitations for upcoming contracting opportunities i.e. Bids or/and Proposals quicker, (2) Suppliers can expedite Contract Execution Process, (3) Suppliers can view their Purchase Orders, Invoices or Payments etc. (4) Oakland based Firms can apply for Certification/Recertification as a VSLBE, SLBE, LBE and LPG.

***Step one of iSupplier registration, follow Procedure A or B below:**

Procedure A: Suppliers who had previous contracts with the City but do not have an approved user in iSupplier. The City already has information about your firm based upon your previous contract work for the City. Your firm's principal should send an email to isupplier@oaklandnet.com and provide the email address (do not use temporary email addresses) you wish to use as your business primary point of contact and their name, telephone number and title. iSupplier will send an invitation to that email. Once iSupplier approves the user, the company's account will be activated and that user will be able to login and update the company's profile.

Procedure B: Suppliers who never registered or had previous contracts with the City. Your firm's principal should register in iSupplier. Follow the instructions listed on the top of this page. Follow the "Supplier Naming Standards" then click the "Register" link. **Please use all CAPS when registering.** The City will review your application and respond within three working days with an email approving or rejecting your firm's registration application. Once approved continue with Step two.

Note: if you receive an "error" message at registration stating that you already exist in the system it is very important to stop and follow **Procedure A** above.

***Step two of iSupplier registration, completing the iSupplier profile:**

Log into iSupplier, click on the "Admin" tab section. In this section supplier are **required** to complete/update the **Business Address, Contact Information, Business Classification and most importantly their Products and Services** in order to receive upcoming opportunities invitations.

*****Remember, It is very important that your firm is fully registered with iSupplier in order to open and participate on the online RFQ process, also your "Product and Services" section must have NAICS codes, Contractors License and/or NIGP codes listed in order for us to invite your firm on the upcoming opportunities, without these codes your Firm will not receive an invitation from the City.**

Also, if your Firm has multiple users or address sites, please add a site in your address book and label it "RFQ" so that we know which user to invite for the upcoming opportunities.***

*****Email Communications with iSupplier*****

If you do not receive an invitation email in response to procedure A or B above, please check your spam inbox since, iSupplier emails are system generated they may be mistaken for spam. If your firm uses AOL as an internet service provider you may need to contact AOL and explain that you're not receiving your emails from ""[ebusiness or City of Oakland Mailer](#)"". If you continue to encounter problems with iSupplier registration please email us at isupplier@oaklandnet.com.

The email address you provided will be your iSupplier username. When your registration is approved, you will receive an email confirmation with your iSupplier temporary password.

Suppliers Participating in the City of Oakland's Contracting Opportunities

Congratulations! You are now fully registered in iSupplier, what to do next?

Go to <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/Construction/index.htm> to view the abstract of all current, upcoming and previous contracting opportunities.

If you see an open RFQ and your Firm did not received an invitation to participate, please email Contracts and Compliance at dcpca@oaklandnet.com. In the subject line please state the title of the project and/or RFQ number and in the body of the email, please advise that you have completed the registration process and would like to participate in the project. An invitation will be sent to your registered username with instructions on how to view the RFQ.

Applying for Oakland's Small or Local Business Enterprise Certification

Once an Oakland based firm is registered, they can apply for Certification or Recertification as a Very Small (VSLBE) / Small (SLBE) / Local (LBE) and Locally Produced Goods (LPG) Business Enterprise in iSupplier. Log into iSupplier go to the "Admin" tab click on the Business Classification section, choose the fields that are applicable, then click on the link "[City of Oakland EBIA Application](#)" on the top of the page, complete the entire application and click on the "submit" button.

A Certification Officer will be in contact with your firm, in the mean time log into iSupplier, click on the "Admin" tab, Supplier Details. Here you can attach scanned copies of the applicable documents. Click on the "Add Attachments" button and complete the required field and browse for your files, click on the "apply" button. Repeat the process for each attachment.

- Affidavit of Certification
- Copy of City of Oakland business tax license, certificate or permit.
- Copy of professional license, certificate or permit (if applicable for your company).
- [IRS W-9 Form](#)
- For Non-profit entities organization (copy of the IRS letter of determination).
- Copy of "Secretary of State" letter of incorporation if incorporated.
- A copy of three contracts or invoices from the Oakland business office address.
- Copy of company's current lease or rental agreement for business address or proof of ownership (tax statement or deed) if owned.

For Very Small (VSLBE) and Small Local Business Enterprise (SLBE) certification please submit the first page of the last three years of tax returns showing gross receipts as indicated.

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| • Sole Proprietor | Form 1040 and Schedule C |
| • Partnership | Form 1065 |
| • Corporation & Limited Liability Corp. | Form 1120 |
| • Limited Liability Partnership | Form 1065 |
| • Non-Profit | Form 990 |