East Bay Interagency Alliance (EBIA)

COMMON APPLICATION for
LOCAL CERTIFICATION

Alameda County – Alameda County Transportation Commission – City of Oakland – Port of Oakland

Submittal Date: _____

Check Certifying Agency and click link to download Supplemental:

- ☐ Alameda County – No supplemental required
- ☐ Alameda County Transportation Commission – Complete Supplemental B
- ☐ City of Oakland – Complete Supplemental C
- ☐ Port of Oakland – Complete Supplemental D
- ☐ All the above

The Common Application is a sharing of information between agencies and NOT a reciprocal certification.

1) Contact Information

Legal Name of Entity	Contact Person (Name & Title)
Street Address of Entity (No P.O. Box)	

City		State	Zip Code	County
Telephone	Fax #		Cell #	
Email Address		Web Site		

2) Company Profile

Primary Services/Supplies offered:	Primary NAICS Code(s) (listed on Federal tax documents):

Date Entity was established (mm/dd/yr)	Does the entity have one or more additional offices outside Alameda County? ☐Y ☐N If yes, list other location(s)	Date Alameda County office was established (mm/dd/yr)

Method of Acquisition ☐New ☐Purchased existing ☐Secured concession ☐Merger or consolidation ☐Inherited ☐Other (explain)	Federal ID Number:

Has this entity operated under a different name during the past five years? ☐Y ☐N If yes, list other business name(s):

Type of Firm	Ethnicity Group of owners(s) that own greater than 50% of the business (for tracking purposes only)	
☐ Sole Proprietorship ☐ Joint Venture ☐ Partnership ☐ Corporation ☐ Limited Liability Partnership ☐ Limited Liability Corporation ☐ Publicly traded entity ☐ Non-Profit or Church ☐ Other	☐ African American ☐ Asian ☐ Asian Pacific /Hawaiian ☐ Asian Indian ☐ Caucasian ☐ Filipino	☐ Hispanic ☐ Native American ☐ Multi ethnic ownership ☐ Multi ethnic minority ownership ☐ Other
	Gender (for tracking purposes only) ☐Male ☐Female	

Gross Receipts for the last three recent fiscal years: Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)	Year Ended Year Ended Year Ended	Total Receipts Total Receipts Total Receipts

2) Company Profile: (Continued)

Number of Employees at the local office Permanent Full time Permanent Part time	Temporary Full Time Temporary Part Time	Seasonal Full Time Seasonal Part Time
TOTAL Number of Employees at all locations Permanent Full time Permanent Part time	Temporary Full Time Temporary Part Time	Seasonal Full Time Seasonal Part Time

3) Certifications:

Name of Issuing Authority	Type	Number	Expiration Date
City / County Business Tax Certificate			
Internal Revenue Service (required) – If your firm is a Non-Profit, submit the Letter of Determination of Not For Profit Status.			
State of CA /CUCP Certification for DBE/ACDBE firm			
State of CA /SBA Certification for Small firm			
Other Certification			
Other Certification			
Other Certification			

4) Professional Licenses, Permits and/or Certificates (e.g. contractor, architect, engineer, etc. – list all that apply - attach copies. List on a separate page if additional space is needed)

Name of Issuing Authority	Type	Number	Expiration Date
State of CA Contractor's License Board – Contractor's License:			
State of CA Professional Service License or Permit:			
State of CA Service Provider License or Permit:			
Other:			
Other:			

5) NAICS Codes: Please review the NAICS[1] listing of work codes and indicate below your areas of expertise ranked in order of importance (begin with primary and add all specialty areas as indicated in the Company Profile section) NAICS Codes can be found at: http://www.naics.com/search.htm & https://www.census.gov/eos/www/naics/, add separate sheet for additional NAICS codes if needed.

NAICS Code	Description of Work

6) Additional Information:
Are you a Trucking Firm? ☐ Yes ☐ No   Are you a Truck Broker? ☐ Yes ☐ No   Both? ☐ Yes ☐ No
A supplier? ☐ Yes ☐ No

7)   When submitting this application to any of the checked Certification Taskforce members, I consent to the sharing of information contained herein **and** declare under penalty of perjury that statements in this application are true and correct. ☐ Yes ☐ No

_____ _____ _____ _____
Signature   Print Name   Title   Date

Print Form

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**

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EAST BAY INTERAGENCY ALLIANCE
Common Application for Certification

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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

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