

# 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 Service undertaken/offered:		Specialty Service undertaken/offered:	
Date Entity was established (mm/dd/yr)	Does the entity have one or more additional offices outside the city of Oakland, CA? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, list other location(s)	Date Oakland office was established (mm/dd/yr)	
Method of Acquisition	<input type="checkbox"/> New <input type="checkbox"/> Merger or consolidation	<input type="checkbox"/> Purchased existing <input type="checkbox"/> Inherited	<input type="checkbox"/> Secured concession <input type="checkbox"/> Other (explain)
Federal ID Number:			
Has this entity operated under a different name during the past five years? <input type="checkbox"/> Y <input type="checkbox"/> N			
Type of Firm		Ethnicity Group of owners(s) that own greater than 50% of the business. (for tracking purposes only)	
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Publicly traded entity <input type="checkbox"/> Non-Profit or Church <input type="checkbox"/> Other _		<input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Asian Pacific /Hawaiian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Caucasian <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Multi ethnic ownership <input type="checkbox"/> Multi ethnic minority ownership <input type="checkbox"/> Other _	
		Gender (for tracking purposes only)	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Gross Receipts for the last three recent fiscal years:		Total Receipts \$ _	
Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)	Year Ended_	Total Receipts \$ _	-
	Year Ended_	Total Receipts \$ _	-
	Year Ended_	Total Receipts \$ _	-





## **EAST BAY INTERAGENCY ALLIANCE Common Application for Certification**

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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 Steve Manning, Auditor-Controller**  
SLEB Certification Tel. 510 891-5500, [ACSLEBCertification@acgov.org](mailto:ACSLEBCertification@acgov.org)  
**Alameda County Transportation Commission**  
Joan Fisher, CCA Tel. 510 208-7466, [jfisher@alamedactc.org](mailto:jfisher@alamedactc.org)  
**City of Oakland – Office of the City Administrator, Division of Contracts and Compliance**  
Ernestine Nettles Tel. 510. 238-6160, [enettles@oaklandnet.com](mailto:enettles@oaklandnet.com)  
**Port of Oakland – Contract Compliance – Social Responsibility Division**  
Certification Hotline Tel. 510 627-1627, [srdadmin@portoakland.com](mailto:srdadmin@portoakland.com)

Revised 03/2016

# 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, complete the agency's Supplemental Questionnaire, if required. Sign and/or notarize as required.
2. Submit Common Application, Supplemental Questionnaire and required documents found on the Supplemental Questionnaire to the agency for review.
3. **If you wish to be certified by all of the agencies at the same time:** Complete the Common Application and ALL of the Supplemental Questionnaires, (B-D). Be very careful to supply all of the required documents. NOT all agencies request the same documents. Note: Each agency will be performing its own certification review. Submit this complete packet to only one agency. Upon receipt, the agency will forward the packet to the other agencies.
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.

### FAQ'S

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 to the agency that you are bidding with. Meet the requirements as set forth in the bidding documents.