

COUNTY OF BERKS

Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601

Tel: 610-478-6168 Fax: 610-898-7404

Kelly A. Laubach, CPPB, Director of Contracts and Procurement

NOTICE TO PROPOSERS

Addendum #1 – December 22, 2023

Re: Request for Proposal #23-22-GR – Operator of the Pennsylvania CareerLink® Berks County

This Addendum should consist of a total of 2 pages. If you have not received this Addendum in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

The County hereby amends the above noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged. **Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.**

A pre-proposal conference was held on November 1, 2023 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- | | |
|--------------------|-----------------------------------|
| • Amber Columbo | Berks Workforce Development Board |
| • Dan Fogarty | Berks Workforce Development Board |
| • George Rodrigues | County of Berks |
| • Karl Kunkel | Eckerd Connects |
| • Paul Pappasergi | Eckerd Connects |
| • Helen Konnick | Educational Data Systems, Inc. |
| • Larry Melf | Educational Data Systems, Inc. |
| • Tabitha Quigley | FutureNet, Inc. |
| • Molly Delaney | Thomas P. Miller & Associates |

Following is a list of questions asked at the pre-proposal conference or submitted in writing and the County's response to each question. **The responses to these questions form an integral part of the RFP package and these responses may alter a Proposer's responsibilities in submitting a proposal.** Where conflict exists between these responses and information in the original RFP package, these responses shall prevail.

The following statements were made at the start of the pre-proposal meeting:

- Sign up via the County's website on the Purchasing page to receive notices of future RFP issuances as well as notification of issuance of addendums.
- In accordance with Section One, Clause 1.5, Proposers shall carefully review this RFP for defects, inconsistencies or ambiguities. Comments concerning defects, inconsistencies or ambiguities must be made in writing and received by the RFP's point-of-contact (see cover page), at least ten (10) business days prior to the Proposal Deadline. This will allow for the issuance of any necessary addenda. All questions must be in writing and directed to the RFP's point-of-contact. This RFP cannot be modified except by a written

addendum issued by the County. The decision on whether an addendum is required shall be made by the County in its sole discretion. If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP by the County's Purchasing Department.

- An addendum will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the County.
- Follow the instructions in Section 5, which will identify all the proposal submission requirements. Remember that requested changes to the terms and conditions are considered within the evaluation committee members scoring during the evaluation process.
- Attachment A, Clause 9 Insurance – Please review carefully with your agency/broker to ensure that you meet or exceed all the limits and the endorsements identified therein.

Section 4 – Scope of Work

Q1: Will the successful proposer be responsible for technology systems?

A1: Yes, as per Section 4, Clause 4.4.2.1.7, the successful proposer shall be responsible for information technology systems and services.

Section 4 – Scope of Work

Q2: Will the successful proposer be responsible for the building lease?

A2: Yes, as per Section 4, Clause 4.4.2.1.9.3, the successful proposer shall be responsible for the building lease.

Section 5 – Proposal Format and Content

Q3: Should the Cost Effectiveness referenced in Clause 5.5.3.16 be submitted as part of the Technical Proposal or the Price Proposal?

A3: As per section 5, Clause 5.1.2, the Technical Proposal shall cover the technical aspects of the Services, but shall not include any mention of proposed fees or out-of-pocket expenses. The Price Proposal shall include all details as to the fees charged and out-of-pocket expenses to be billed for the comprehensive completion of Services.

Should you have any questions regarding this Addendum, please contact George M. Rodrigues, Contract Manager, at (610) 478-6168 ext. 6270 or grodrigues@countyofberks.com.