

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 – February 14, 2024

Re: Request for Proposal #24-01-GR – Title I Adult and Dislocated Worker Services at the PA CareerLink® Berks County

This Addendum should consist of a total of 4 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 February 6, 2024 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- | | |
|---------------------|---------------------------------------|
| • Ross Peterson | Adams and Associates |
| • Lindsay Robbins | Adams and Associates |
| • Amber Columbo | Berks Workforce Development Board |
| • Megan Noll | Berks Workforce Development Board |
| • Tondalaya Carroll | Business Interface Workforce Services |
| • Faith Croll | Business Interface Workforce Services |
| • Jasmine Pagan | County of Berks |
| • George Rodrigues | County of Berks |
| • Andre Hardy | EDSI |
| • Nicholas Shirk | EDSI |
| • Jeff Booth | JEVS Human Services |
| • Faith Goldstein | JEVS Human Services |
| • Carol De Fries | JEVS Human Services |

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 1 – Introduction and Instruction

Q1: Please confirm that EARN, young adults and business services are not included in this RFP. Will there be additional RFPs for these programs?

A1: As stated in Section 1, Clause 1.1, the purpose of this RFP is to award a contract for a Provider of Workforce Innovation and Opportunity Act Title I Adult and Dislocated Worker Services at the PA CareerLink® Berks County. Other services will be awarded by separate RFPs as required.

Section 2 – Method of Vendor Selection

Q2: What is the current annual funding allocation for the WIOA Title I & Adult and Dislocated Worker Service Delivery Provider? Is there a “not to exceed” amount for the budget?

A2: The County does not release information regarding funding available for competitive solicitations. As per Section Two, Clause 2.3, the services to be purchased by the County shall be dependent on availability of funds and participant demand. Availability of funds is subject to change each year as determined by state allocations.

Section 4 – Scope of Work

Q3: Is there a minimum staffing requirement?

A3: There is no minimum staffing requirement, however, as per Section 4, Scope of Work, Clause 4.3.2.1.1, staff shall be sufficient to meet the requirements of the service level including sufficient staff who are bilingual in English and Spanish, at minimum 25% of all staff shall be bilingual. For reference the current number of FTEs providing service is 11.9 and the staffing structure includes an Operations Manager, a Supervisor, two Career Development Specialists, two Instructors, an Employment Specialist, a Data Specialist, and three Resource Room Staff.

Section 4 – Scope of Work

Q4: Are offerors required to provide a location other than the CareerLink Office?

A4: As per Section 4, Scope of Work, Clause 4.3.2.3.1, the CareerLink facility located at 1920 Kutztown Road, Suite F, Reading, PA 19604 shall be the “home base” for staff assigned to this project, but it is permitted and expected that staff shall have the flexibility to perform program requirements virtually and from remote locations.

Clarification 5

Section 4 – Scope of Work

4.3.2.5. Technology.

4.3.2.5.1. The number of computers currently utilized in the program (all will transfer to the successful proposer) are broken down as follows:

4.3.2.5.1.1. Two (2) staff Personal Computers (PCs) for the Resource Room.

4.3.2.5.1.2. Twenty (20) classroom PCs.

4.3.2.5.1.3. Six (6) staff PCs and Five (5) staff laptops. The staff laptops may be used outside of the office to fulfill the virtual, remote, and extended hours requirement of the Program.

Section 4 – Scope of Work

Q6: Are there any specific assessments or mandated tools that should be included in our design and budget? Can you provide those costs?

A6: While there are no specific assessments or mandated tools referenced in the RFP, there are mandated assessments under WIOA, as referenced in Clause 4.3.3.2.2, the proposer should have a working knowledge of WIOA.

Clarification 7

Section 4 – Scope of Work

4.5 Program Timeline

The selected Proposer(s) will be required to be fully staffed and begin the work by July 1, 2024 upon receipt of the County’s issuance of the notice to proceed.

Clarification 8

Section 5 – Proposal Format and Content

5.5.3.3.3 Resumes for key staff designated to oversee the proposed service delivery model. At a minimum resume should include education, work history, and any specialized training or certifications relevant to proposed job function. If staff will need to be hired as a result of contract award, please outline the plan and timeline to hire qualified staff to deliver proposed services as well as job descriptions and hiring criteria.

Clarification 9

Section 5 – Proposal Format and Content

- 5.5.3.31 Complete Proposers Fact Sheet, Attachment ~~G~~F.
- 5.5.3.32 Complete Accessibility Checklist, Attachment G.
- 5.5.3.323 Review Attachment H, Berks County Workforce Development Board Grievance Hearing Procedure.
- 5.5.3.334 Complete the Worker Protection and Investment Certification Form BOP-2201, Attachment I.

Section 5 – Proposal Format and Content

Q10: What attachments need to be completed and included in the proposal?

A10: The following Attachments shall be provided with the Proposal: Attachment C, Non-Collusion Affidavit Form as per Section 5, Clause 5.6.1; Attachment E, Budget Sheets (as the separate Price Proposal) as per Section 5, Clause 5.1.1; Attachment F, Proposers Fact Sheet, as per Section 5, Clause 5.5.3.31; Attachment G, Accessibility Checklist as per Section 5, Clause 5.5.3.32; and Attachment I, Worker Protection and Investment Certification Form BOP-2201 as per Section 5, Clause 5.5.3.34.

Attachment A – Proposed Form of Agreement and General Conditions

Q11: Will the awardee be able to spend funding before July 1 as part of preparations to go live July 1, 2024?

A11: As per Attachment A, Proposed Form of Agreement and General Conditions, Program funds shall be allocated for the period of July 1, 2024 to June 30, 2025 and not prior to the start of the program year.

Attachment E – Budget Sheets

Q12: Can incentives be added to the budget? Are there restrictions to incentives and supportive services for WIOA participants?

A12: Attachment E, Budget Sheets, Section 16, Program Incentives, details how incentives shall be budgeted.

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