

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 – November 29, 2021

Re: Request for Proposal #21-15-KL – Study for the Delivery of Health and Public Health Services in 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 17, 2021 at 11:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Karen Hawkins Franklin & Marshall College – Center for Opinion Research
- Juliet Marsala Health Management Associates
- Robin Southward Health Management Associates
- Ha Pham Tripp Umbach
- Pamela Shupp Menet County of Berks Commissioner’s Office
- David Hunter County of Berks Planning Department
- Heather Berger County of Berks Information Systems
- Kelly Laubach County of Berks Purchasing Department

Following is a list of clarifications and questions asked during the pre-proposal 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 pages to receive e-alerts of future notices of 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), by December 7, 2021. 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, Clause 4.3, Program Goals and Objectives – The County desires to have a service delivery structure in place that optimizes the potential for improved health outcomes for its residents while maximizing the contribution of existing services and organizations, both public and private. The County will utilize the study information to determine the best delivery system to achieving these goals. The County has no preconceived opinions pertaining to the delivery of these services, this study should focus on identifying the structure that best meets/supports the health of County residents.

SECTION 4 – Scope of Work, Clause 4.4.1.10

- Q1:** Should we include in our proposal services and costs for ADA compliant needs for the focus groups and public interviews, i.e. sign language interpreter, etc.?
- A1:** No, if there are any ADA needs for the focus groups and/or public interviews the County will make arrangements and pay for the needed services.

SECTION 4 – Scope of Work, Clause 4.4.1.10

- Q2:** Is Berks County allowing an incentive, i.e. gift cards etc. to be given for community members that participate in focus groups, public interviews and/or surveys?
- A2:** At this juncture County is not interested in utilizing public incentives in response to participating in the above notated services.

Should you have any questions regarding this Addendum, please contact Kelly Laubach, Director, Contracts & Procurement via phone at (610) 478-6168 or via email at klaubach@countyofberks.com.