

# 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 – October 4, 2021

#### Re: Request for Proposal #21-27-CN – In-Home Personal Care and Home Support Services for Berks County Area Agency on Aging

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 September 22, 2021 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Jessica Jones Berks County Area Agency on Aging
- Todd Reinert Berks County Area Agency on Aging
- Candace Noll County of Berks Purchasing Department
- There were no other attendees

Following is a list of clarifications and questions 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), 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.

## Clarification #1

### SECTION 1 – Introduction and Instruction, Clause 1.3

#### 1.3 Due / Opening Dates

The deadline for the County’s receipt of Proposals is 1:00 P.M., local prevailing time, Thursday, November 4, 2021 (“Proposal Deadline”). The County Controller’s time clock shall be considered the official time. ~~We would recommend that you submit your proposal via a courier service, however if you opt not to and elect to physically deliver it personally you will need to leave it with County of Berks Security personnel, which must be done at minimum one hour prior to the time in which the proposals are due to ensure they have the appropriate time and resources to deliver it to the County Controller’s Office.~~ Proposals received after the Proposal Deadline will not be considered. Refer to Section 5, paragraph 5.1 for specific Proposal submittal instructions.

Proposals will be opened publicly at 1:15 P.M., on Thursday, November 4, 2021. ~~As a result of limited public access to the Berks County Services Center~~ Proposers may attend the proposal opening through a live broadcast using Microsoft Teams. A summary of Proposals received (Proposer name) will be posted on the Purchasing Department’s page of the County’s website (<https://www.co.berks.pa.us/Dept/Purchasing/Pages/ITBRFP.aspx>)

This Microsoft Teams URL may be subject to change, current Microsoft Teams URL for the opening can be located and on the following site under the listing for this specific RFP:

<https://www.co.berks.pa.us/Dept/Purchasing/Pages/ITBRFP.aspx>

Refer to Attachment D for detailed instruction on how to participate in the opening through a Microsoft Teams Live event. *Only the name of each Proposer will be read publicly. All other information contained in each Proposal shall be treated as confidential so as to avoid disclosure of contents prejudicial to competing Proposers.*

### SECTION 4 – Scope of Work, Clause 4.4.16.1

**Q2:** Do we need to submit price proposals?

**A2:** Refer to Section 4.4.16.1.

Should you have any questions regarding this Addendum, please contact Candace L. Noll, Contract Manager, via phone at (610) 478-6168 or via email at [cnoll@countyofberks.com](mailto:cnoll@countyofberks.com).