

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 – August 30, 2024

Re: Request for Proposal #24-02R-GR – Berks County Workforce Development Area Post-Pandemic Adult Talent and Demographic Study - Reissued

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 August 21, 2024 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Kaitlyn McGovern
- Dave Myers
- Amber Columbo
- Megan Noll
- George Rodrigues
- Gina Lavery
- Christopher Laney
- Georgia Eisenmann
- Liz Gossens
- Jill Avery-Stoss
- Rebecca Deranian
- Ana Lopez Shalla
- Afton Partners
- Berks Alliance
- Berks Workforce Development Board
- Berks Workforce Development Board
- County of Berks
- Econsult Solutions, Inc.
- Lightcast
- Public Consulting Group
- Social Contract
- The Institute
- TIP Strategies
- Working Ventures

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 One – Introduction and Instruction

Q1: Why is this RFP being reissued?

A1: The sole proposal received during the previous issuance of this RFP was subsequently rescinded. As per Section One, Introduction and Instruction, Clause 1.9.1.1, the County has elected to reissue the RFP.

Attachment E – Budget Sheets

Q2: How much detail must be submitted in the Budget Sheets in regards to staff wages?

A2: As per Attachment E, Budget Sheets, Instructions for Completing the Budget Form, the staff wages to be submitted on the Budget Sheets shall be itemized with either salaried or hourly wages with fringe rates.

Should you have any questions regarding this Addendum, please contact George M. Rodrigues, Deputy Director of Contracts and Procurement, at (610) 478-6168 ext. 6270 or grodrigues@berkspa.gov.