

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 – January 6, 2025

Re: Request for Proposal #24-38-GR – Business Services for 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 December 5, 2024 at 1:00 PM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- | | |
|--------------------|-----------------------------------|
| • Amber Columbo | Berks Workforce Development Board |
| • Megan Noll | Berks Workforce Development Board |
| • George Rodrigues | County of Berks |
| • Andre Hardy | Educational Data Systems, Inc. |
| • Amanda Wilson | Educational Data Systems, Inc. |
| • Jonathan Overall | KRA Corporation |
| • Liz Gossens | Social Contract |

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.

Clarification 1

Section 5 – Proposal Format and Content

~~5.5.3.11 Discuss training available to staff, including training in latest trends and developments within workforce development. Reserved as redundant to 5.5.3.5.~~

Clarification 2

Section 5 – Proposal Format and Content

~~5.5.3.22 How does your agency collect data to ensure performance is on target? Reserved as redundant to 5.5.3.13.~~

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.