

COUNTY OF BERKS

Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601

Tel: 610-478-6168 Fax: 610-898-7404

George Rodrigues, Director of Contracts and Procurement

NOTICE TO PROPOSERS

Addendum #1 – October 6, 2026

Re: Request for Proposal #26-17-JRAA – Workforce Training Opportunity

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 30, 2026 at 1:30 PM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- | | |
|--------------------|-----------------------------------|
| • John Moser | Berks Workforce Development Board |
| • Jennifer Rhoads | County of Berks |
| • George Rodrigues | County of Berks |
| • Stephanie Kofke | County of Berks |
| • Melanie Olsen | County of Berks |
| • Jordon Gregson | BuildEd |
| • Lauren Comiskey | JEVS Human Services |
| • Jennifer Schley | Connections Work |
| • Peggy Kershner | Connections Work |

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.
- 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.

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, the responses shall prevail.

Q1: In prior grant applications, we included costs related to contracted providers who provide the training under the other program expense line item. I noticed there was a training tab in budget form, should I include those costs in that section instead of the other program expense?

A1: Yes, costs related to contracted training providers should be included on the training tab in the budget form.

Q2: Why the goal of fifty percent of enrollees will receive at least one supportive service, stipend or incentive (4.3.4.7.2.4) is a performance goal if grant funds may not be used to provide supportive services, stipends or incentives (4.3.4.6).

A2: The goal was added to incentivize proposers to use matching funds to provide supportive services, stipends or incentives.

Q3: Eligible credentials (§4.2.2, §4.2.3, §4.3.6.2.7): Our workforce training program leads to industry recognized credentials including CompTIA A+, Network+, CySA+, Data+ and Tech+, and PMI CAPM/PMP. Would training that leads to these credentials, with participants placed into roles at employers in manufacturing, healthcare, construction, or agriculture and food production, meet the requirement that trainings align with the targeted industries? Or must the credential itself be specific to an occupation within those industries?

A3: The Credential must be specific to Manufacturing, healthcare, construction, or agriculture and food production.

Q4: Are private for-profit organizations eligible to apply as the lead proposer?

A4: Yes private for-profit organizations are eligible.

Q5: Does the County have limits on indirect costs or profit for this opportunity?

A5: All for-profit entities may charge up to 5% profit on all reported expenses except for administration costs, materials and supplies, non-expendable property, rental of space, indirect costs, and participant work experience wage & fringe benefits. Any entity that charges profit will also be held to 5% administrative budget cap. Indirect costs may not exceed 10% and the calculation will be reviewed during the RFP process.

Q6: Must TPMA have existing physical presence or employees in PA at the time of proposal submission or contract award?

A6: No, but a plan for staffing should be included in the proposal.

Q7: Do instructor salaries, credential testing fees, training materials, equipment, participant wages, or payments to training subcontractors count toward the 60% requirement?

A7: All costs associated with the training would count towards the 60% budget requirement, except for any payment to a participant.

Q8: How many participants does the WDB expect each grant recipient to enroll?

A8: The board does not have a minimum or maximum enrollment.

Q9: Will the PA CareerLink recruit and refer participants, or is the contractor expected to generate most enrollments through its own outreach?

A9: The expectation of the board is the proposer would be the main source of recruitment, but the PA CareerLink® could refer participants.

Q10: Will the WDB provide standard templates, secure file-transfer methods, definitions, and staff training for required data exchanges?

A10: Yes, WDB will provide standard templates, secure file-transfer methods, definitions, and staff training.

Q11: Does "past performance" need to involve direct delivery of occupational training, or may closely related workforce program administration and intermediary experience qualify?

A11: If no direct delivery of occupational training (past performance) is available, the board would be open to closely related workforce experience.

Q12: Where a prime contractor proposes to directly deliver the human-development/workforce-readiness component and subcontract occupational training and industry-recognized credentialing to a qualified provider, is that an acceptable structure under the RFP?

A12: Yes, this is an acceptable structure.

Q13: In evaluating a consortium or partnership proposal, will the County consider the relevant experience, past performance, occupational-training capacity, employer relationships, and credentials of identified subcontractors/partners in addition to those of the prime contractor?

A13: Yes, the County will consider the relevant experience, past performance, occupational-training capacity, employer relationships and credentials in addition to those of the prime contractor.

Q14: For an organization with relevant human-development, workforce-readiness, leadership, and community programming experience but limited prior federal workforce-contracting history, may the demonstrated experience and past performance of its proposed occupational-training/workforce partners strengthen the proposal's organizational capacity and past-performance evaluation?

A14: Please refer to Section Five, Proposal Format and Content, Paragraph 5.5.3.

Q15: The RFP requires at least 60% of grant funds to be used for individual training costs. Please clarify what cost categories the County will include when calculating compliance with this 60% requirement?

A15: All costs associated with the training would count towards the 60% budget requirement, except for any payment to a participant.

Q16: Would structured human-development/workforce-readiness instruction qualify as an individual training cost when it is an integrated and documented component of an occupational or pre-apprenticeship training pathway?

A16: Yes, as long as it's part of the training received with an outcome of an industry recognized credential.

Q17: Specifically, may an integrated curriculum addressing areas such as accountability, professional communication, emotional regulation, response to supervision and correction, conflict management, decision-making under pressure, perseverance, leadership, workplace behavior, and employment persistence be included as an allowable training component when paired with industry-specific occupational training and credential attainment?

A17: Yes.

Q18: Must the prime contractor itself be an approved/accredited provider of the proposed industry-recognized credential, or may occupational instruction, credential preparation, and/or credential testing be delivered through an identified qualified subcontractor or training partner?

A18: The prime contractor itself does not have to be an approved/accredited provider and can use a subcontractor or training partner.

Q19: May a proposed program concentrate on one of the RFP's identified target industries, or does the County expect each selected operator to offer pathways across multiple target industries?

A19: Either a focus on one target industry or pathways across multiple target industries is acceptable.

Q20: What documentation will the County consider sufficient evidence of employer relationships and commitments to hire, for example, letters of commitment, MOUs, apprenticeship relationships, conditional hiring commitments, or other documentation?

A20: The County will consider all documentation listed sufficient.

Q21: May employer relationships and hiring commitments held by an identified consortium member, occupational-training provider, or subcontractor be used as evidence of the proposed program's employer network?

A21: Yes, these will be used as evidence of the proposed program's employer network.

Q22: Please clarify how the County will calculate the required employment/completion performance measure, including the participant population used as the denominator and whether a specific post-placement employment-retention period must be documented?

A22: Refer to section 4.3, Scope of Work, Paragraph 4.3.4.7.2.1.

Q23: Does the County anticipate PA CareerLink Berks County serving as the primary referral source for eligible participants, or should selected operators plan to conduct substantial independent participant recruitment in addition to CareerLink referrals?

A23: The expectation of the board is the proposer would be the main source of recruitment, but the PA CareerLink® could refer participants.

Q24: Is there a minimum or anticipated participant enrollment/service level for each selected operator during the 18-month contract period?

A24: The board does not have a minimum or maximum enrollment.

Q25: May proposers establish and report supplemental performance measures—such as attendance, program persistence, demonstrated workforce-readiness competencies,

behavioral-performance growth, or employer feedback—in addition to the required RFP outcomes?

A25: Yes.

Q26: Is there a minimum or maximum amount an individual proposer may request from the approximately \$600,000 funding pool, and does the County anticipate award amounts being based primarily on participant volume, proposed scope, budget, evaluation score, or another methodology?

A26: Refer to section 4.2 Program Summary, Paragraph 4.2.5.1. Each proposer will be evaluated based on merits.

Q27: Are there limitations on the percentage or amount of an award that may be subcontracted to qualified occupational training, credentialing, or other program partners?

A27: Refer to section 4.2 Program Summary, Paragraph 4.2.5.1.

Q28: Please clarify whether administrative and/or indirect costs are allowable and, if so, whether the County requires a particular methodology or imposes a maximum rate/

A28: Indirect costs may not exceed 10% and the calculation will be reviewed during the RFP process.

Q29: Does the Provider that receives the funding have to deliver the training or can we partner with other providers for the training? And if we can partner do we have to pre-determine what trainings we will partner for ahead of time or can that be fluid based on the enrollees (within the target areas of course?

A29: The provider can partner with other training providers; the proposer must include the type of training that would be provided leading to a industry credential when responding to the RFP.

Should you have any questions regarding this Addendum, please contact Jennifer Rhoads, Senior Buyer, at (610) 478-6168 ext. 6278 or jarhoads@berkspa.gov.