

# COUNTY OF BERKS

## Purchasing Department

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

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

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*Kelly A. Laubach, CPPB, Director of Contracts and Procurement*

### NOTICE TO PROPOSERS

#### Addendum #1 – March 11, 2025

#### Re: Request for Proposal #25-04-GR – Pennsylvania Medicare Education and Decision Insight (PA MEDI) for the 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 February 26, 2025 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- LuAnn Oatman Berks Encore
- Todd Reinert County of Berks
- George Rodrigues County of Berks

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 Four – Scope of Work**

**Q1:** Is there a maximum amount set for this service.

**A1:** There is not a maximum amount set for this service. The amount for this service is dependent on the availability of appropriated funds, however, as per Section Four, Clause 4.4.1.16, utilizing the 2023/2024 Block Grant as a basis it is estimated that the County will have an aggregate dollar figure of One Hundred Eighteen Thousand Two Hundred Dollars (\$118,200) for this service.

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](mailto:grodrigues@berkspa.gov).