

# 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 – November 20, 2024

#### Re: Request for Proposal #24-33-GR – Legal Services 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 November 13, 2024 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Melissa Oley County of Berks
- Kristen Preece County of Berks
- Todd Reinert County of Berks
- George Rodrigues County of Berks
- Pamela VanFossen Masano Bradley

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.

**Clarification 1**

**Section Four – Scope of Work**

- 4.2.1. The County is seeking qualified firms to provide legal services to eligible County residents who are sixty (60) years of age and older and are at or below one hundred twenty-five percent (125%) of poverty as defined by the Federal Office of Management and Budget Poverty Guidelines. These legal services shall be performed in accordance with generally accepted legal principles and as required by the Older Americans Act (42 U.S.C. Section 3027 (a) (11)) and its regulations (45 C.F.R. Section 1321.73). In fiscal year 2022/2023, one hundred eighty (180) hours of legal services were provided to seventy-eight (78) consumers.

**Clarification 2**

**Section Four – Scope of Work**

- 4.3.7.2. ~~The Vendor shall submit de-identified data per ACL guidelines to the BCAA by the tenth (10th) day of the month following services.~~ The Vendor shall submit data collected per ACL guidelines directly to PDA at RA-AISPRREPORTING@pa.gov by their required due date. The Vendor shall copy the BCAA Contract Manager on the email when submitting this data.

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).