

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 – September 4, 2026

Re: Request for Proposal #26-14-AASK Reading Berks County Health Coalition

This Addendum should consist of a total of 5 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 1, 2026 at 2:00 PM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- | | |
|--------------------|------------------------------|
| • Amber Axon-Good | County of Berks |
| • Stephanie Kofke | County of Berks |
| • George Rodrigues | County of Berks |
| • Mansoor Zaki | County of Berks |
| • Melanie Olsen | County of Berks |
| • Dante Santoni | County of Berks |
| • Lynne Burns | County of Berks |
| • Cynthia Baker | BME Strategies |
| • Manizeh Afridi | BME Strategies |
| • Travis Green | BME Strategies |
| • Caroline Bazik | Co-County Wellness Coalition |
| • Mary E Chown | MEC Advising LLC |
| • Jessica Borcky | Social Contract LLC |
| • Desha Dickson | Tower Health |
| • Debra Powell | Tower Health |

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 1.1 Purpose of this Request for Proposals ("RFP")

The County of Berks (hereinafter "County"), a municipal corporation with its principal office in Reading, Pennsylvania is soliciting competitive sealed proposals (a "Proposal") from qualified organizations to establish, coordinate, and support the development of Reading Berks County Health Coalition and Advisory Committee, as further detailed in the Scope of Work of this RFP (inclusive of all tasks, deliverables and products required herein, "Services"). If the County elects to make an award to a Proposer in connection with the Services, the Proposed Form of Agreement and General Conditions included as Attachment A to this RFP as well as all documents incorporated therein shall form the entire agreement between the County and the successful Proposer ("Agreement").

The Proposals shall clearly describe the Proposer's approach to creating and launching the Reading Berks County Health Coalition as an independent, community-based organization that is initially funded by the County and City of Reading but not operated as a County or City entity. Proposers shall outline how they will establish a representative Advisory Committee with appropriate governance structures; operate a coordinated and communications-driven Reading Berks County Health Coalition that engages partners across sectors; and develop a long-term sustainability strategy that includes diversified funding and a clear pathway to full organizational independence.

Proposers may consult the Healthy York coalition at www.healthyyork.org as a reference model for structuring a county Health Coalition while adapting their approach to fit local needs.

Clarification 2

Section 2.3 Award of Contract

If the County elects to award the Agreement pursuant to this RFP, it intends to award the Agreement to the responsible and responsive Proposer whose Proposal is determined to provide the best overall value to the County. The County intends to award a one-year Agreement term upon the mutual agreement of the parties. The County reserves the right to extend the term for additional one-year periods, contingent upon the availability of funding. The County understands that the study itself will not necessarily take one year to complete

but may opt to purchase additional services from the vendor upon the completion of the study. The Vendor should be prepared to begin work on February 1, 2027.

Clarification 3

Section 5.5.1.7 Qualification Statement

~~The Proposer's most recent annual report or the Proposer's most recent income statement, balance sheet, and statement of cash flow accompanied by an auditor's report attesting to the accuracy of these financial statements.~~ The County, at its discretion, may request financial information prior to awarding the contract if needed to assess the Proposer's financial capacity. Requested information may include the Proposer's most recent annual report or its latest income statement, balance sheet, and cash flow statement, with audited financials provided when available, or other documentation the County deems sufficient.

Clarification 4

Point of Contact:

County's Point-of-Contact for this RFP

Amber Axon-Good, Buyer

Tel: 610-478-6168

Fax: 610-898-7443

Email: [axon-](mailto:axon-good@berkspa.gov)

good@berkspa.gov

Stephanie Kofke, Deputy Director, Contracts and Purchasing

Tel: 610-478-6168

Fax: 610-898-7443

Email: skofke@berkspa.gov

Website: www.berkspa.gov

Question 1:

Are the Technical Proposal and Price Proposal required to be submitted in separate sealed envelopes?

Answer 1:

Yes. The Technical Proposal and Price Proposal must be submitted in separate sealed, opaque envelopes or containers, each clearly labeled as required in Section 5.1.2.

Question 2:

What has the County operationalized since the implementation of the public health assessment conducted by Health Management Associates (HMA)?

Answer 2:

The County has not yet operationalized any new public-health functions or structures as a result of the public health assessment. The principal action taken has been the decision to move forward with one of the core recommendations, which is establishing a countywide health coalition. The purpose of this RFP is therefore to initiate the creation, launch, and support of the Reading Berks County Health Coalition as recommended in the assessment. The information provided by HMA is available on the County website at

<https://www.berkspa.gov/departments/commissioners/public-health-services-study>.

Question 3:

Who will be the liaison between the County and the Coalition?

Answer 3: While the coalition will operate independently, the County of Berks Chief Operations Officer and Deputy Chief Operations Officer will serve as the primary points of contact and coordinate with both the City of Reading liaison and the coalition.

Question 4:

Will the online publications and action items require approval by the County?

Answer 4:

No, any online publications will be created and managed by the Coalition.

Question 5:

What departments within the County will be involved?

Answer 5:

At the time of this Addendum, the County has not yet determined which County Departments, if any, may need to be involved. The appropriate County Departments may vary depending on the Coalition's needs and the nature of any requested collaboration. Should the Coalition require collaboration with the County in the future, the designated County liaisons will be responsible for assessing the request and determining the appropriate County Department(s) to involve.

Question 6:

Is the County part of the development of the Reading Berks County Health Coalition, or just the funder?

Answer 6: The County is initiating the Coalition and providing partial funding. The Coalition will be an independent entity separate from the County.

Question 7:

How will the website transfer from the awarded Proposer to the County?

Answer 7:

The awarded Proposer will build and own the website and all collected data.

Question 8:

How much funding is available for this project and how will the funds be distributed?

Answer 8:

The County preference is not to disclose the funding amount for this project. The awarded Proposer must submit invoices according to Section 5.12.2.

Question 9:

What is the County looking for in terms of credentials and experience?

Answer 9:

As detailed in Section 5.5, Proposers should include all experience relevant to this Scope of Work.

Question 10:

Do subcontractors need to be named at the time of the Proposal?

Answer 10:

Yes, as detailed in Section 5.7, Proposals must include their intent to use Subcontractors and include the specific information of each Subcontractor and what service they will provide.

Question 11:

Can references include letters of support or recommendation, or letters from government entities?

Answer 11:

Proposers can submit references from any relevant professional contact.

Should you have any questions regarding this Addendum, please contact Stephanie Kofke, Deputy Director of Purchasing, at (610) 478-6168 ext. 6279 or skofke@berkspa.gov.