

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 - Issued on February 26, 2026

Re: Request for Proposal # 26-05-MZSK - Career Pathway and Work Experience Program for TANF

This Addendum should consist of a total of 3 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 18, 2026 @ 10:00 AM over Microsoft Teams. The following companies were represented at the meeting:

- Amber Columbo Berks Workforce Development Board
- George Rodrigues County of Berks Purchasing Department
- Mansoor Zaki County of Berks Purchasing Department
- Faith Goldstein JEVS Human Services
- Tristin Prostovich Equus Workforce Solutions
- Samantha Salter Equus Workforce Solutions
- Samantha Gerdeman JusticeWorks YouthCare
- Dawn Thomforde JusticeWorks YouthCare
- Dipesh Chauhan JusticeWorks YouthCare
- Lisa Kilpatrick Diakon Lutheran Social Ministries
- Nicholas Shirk Educational Data Systems

The following statements were made at the start of the pre-proposal meeting:

- Vendors can sign up via the County's website (www.berkspa.gov) on the Purchasing Department page to receive e-alerts to receive email notification of future solicitations as well as notice of amendments and 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 point-of-contact. This RFP cannot be modified except by a written addenda 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.
- Regardless of what is stated at this pre-proposal conference only responses in writing via an addendum shall be binding.
- 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.

Where conflict exists between these responses and information in the original RFP package, the responses shall prevail.

Q1: When during the 12-month agreement term do you anticipate (or require) that youth will be provided services? May July 1 – September 30, 2026 be used for program planning, recruitment, outreach, etc., with programming delivered October 2026 – May 2027, and June 2027 used for reporting and data collection?

A1: Services are expected to be provided throughout the duration of the grant period(s). The approach to planning, recruitment, outreach, direct service delivery, and reporting should be clearly detailed within the Proposer's program design as required under Section 5.5.2.2 of the RFP.

Q2: Does the 25% requirement refer to youth wages only?

A2: The policy is for both WIOA Title I Youth and TANF Youth, while the 25% minimum expenditure requirement is for WIOA Title I Youth funding. The Workforce Development Board would anticipate majority of the funds spent on Youth.

Q3: What does "costs incurred for administration of work experience opportunities" include?

A3: Please refer to allowable costs under WIOA. The Workforce Development Board follows the same general cost allowability guidelines under TANF. Administrative costs related to work experience must comply with applicable WIOA cost principles and related guidance.

Q4: What is meant by "monitoring reports"?

A4: Monitoring reports refer to formal contract compliance and/or performance monitoring reports completed by outside government entities for contracts currently or recently held by the Proposer.

Q5: If an agency does not have three (3) monitoring reports available, how should this requirement be addressed?

A5: The Proposer should submit the monitoring reports that are available. The Evaluation Committee will consider the documentation provided as part of the overall evaluation

Q6: The RFP indicates that the provider of services may potentially be located within the Berks One Stop (PA CareerLink Berks County). If we propose this location, what costs should be budgeted for rent and related expenses?

A6: Proposer within the PA CareerLink Berks County will be part of the PA CareerLink operating budget and should not include the following within their budget response;

- **Rent of the PA CareerLink Berks County**
- **Utilities of the PA CareerLink Berks County**
- **Security Services**
- **Cleaning Services**
- **Telephone Services**

There is a main copier available for all partners, but if the provider wishes to have a small printer for staff, that should be included under non-expendable property. In addition, awarded proposer will have access to all existing furniture available for this program at the PA CareerLink Berks County. There is one available laptop that would transfer, if additional laptops are needed, those should be budgeted under non-expendable property.

Clarification 1:

ATTACHMENTS – Proposal Submission Requirements

The County provides the following clarification regarding required attachments:

The following attachments must be completed and submitted with the Proposal:

- Attachment C – Non-Collusion Affidavit Form
- Attachment E – Budget Sheets (to be submitted as part of the sealed Price Proposal in accordance with Section 5)
- Attachment F – Proposer’s Fact Sheet
- Attachment G – Accessibility Checklist
- Attachment I – Worker Protection and Investment Certification Form BOP-2201

The following attachments are provided for informational purposes only and are not required to be submitted with the Proposal:

- Attachment A – Proposed Form of Agreement and General Conditions
- Attachment B – HIPAA Business Associate Agreement (to be executed upon award)
- Attachment D – Financial Status Report (FSR) Template
- Attachment H – Berks County Workforce Development Board Grievance Hearing Procedure
- Attachment J – Paid Work Experience Policy for Youth & Young Adults

Should you have any questions regarding this Addendum, please contact Mansoor Zaki, Procurement Manager, via phone at (610) 478-6168 ext. 6274 or via email at Mzaki@berkspa.gov.