

# 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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*George Rodrigues, Director of Contracts and Procurement*

### NOTICE TO PROPOSERS

#### Addendum #1 – December 23, 2025

#### Re: Request for Proposal #25-20-SKMZ – Business Services for the Pennsylvania CareerLink® Berks County

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 December 22, 2025 at 1:00 PM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Amber Columbo Berks Workforce Development Board
- Devon Glover County of Berks
- George Rodrigues County of Berks
- Mansoor Zaki County of Berks
- Nicholas Shirk Educational Data Systems, Inc.
- Nicki Woods JEVS Human Services
- Crystal Houser PA Department of Labor & Industry
- Ashley Chambers United Way of Berks County
- Bimpe Ifagbuyi VividEdge Consulting LLC

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.

**There were no questions or clarifications raised during the Pre-Proposal Conference.**

Should you have any questions regarding this Addendum, please contact Stephanie Kofke, Contract Manager, at (610) 478-6168 ext. 6279 or [skofke@berkspa.gov](mailto:skofke@berkspa.gov).