

# COUNTY OF BERKS

## Purchasing Department

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

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

### NOTICE TO PROPOSERS

#### Addendum #1 – February 21, 2024

#### Re: Request for Proposal #24-02-GR – Berks County Workforce Development Area Post-Pandemic Adult Talent and Demographic Study

This Addendum should consist of a total of 4 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 8, 2024 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- |                     |                                   |
|---------------------|-----------------------------------|
| • Amber Columbo     | Berks Workforce Development Board |
| • Dan Fogarty       | Berks Workforce Development Board |
| • Megan Noll        | Berks Workforce Development Board |
| • George Rodrigues  | County of Berks                   |
| • Rae Ann Miller    | EDC Lancaster County              |
| • Brian Lester      | Educational Data Systems, Inc.    |
| • Sarah Thomason    | Movement Economics                |
| • Nancy McCrohan    | Public Policy Associates          |
| • Michael Schmierer | Resultant                         |
| • Liz Gossens       | Social Contract                   |
| • Teri Ooms         | The Institute                     |
| • Molly Delany      | Thomas P. Miller & Associates     |
| • Stan Odenthal     | Working Ventures                  |

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 2 – Method of Vendor Selection**

**Q1:** Is it possible to start the contract prior to May 1, 2024?

**A1:** As per Section 2, Method of Vendor Selection, Clause 2.3.1, the Vendor should be prepared to begin work on May 1, 2024, however the actual contract start date will be contingent on the timing of the RFP award.

## **Clarification 2**

### **Section 4 – Scope of Work**

#### **4.4.3. Services to Be Performed**

**4.4.3.1.** The duties of the selected Proposer shall include the following:

**4.4.3.1.1.** Design and develop ~~Develop~~ a Study to analyze post-pandemic talent and demographic trends, challenges, and opportunities impacting workforce development in the local and regional labor market(s) of the Reading Metropolitan Statistical Area (MSA) which is contiguous with the Berks County WDA. The Study shall focus primarily on the adult working age population (ages 25-64). The Study shall be prepared for public posting on the WBD website.

### **Section 4 – Scope of Work**

**Q3:** What factors are driving the time line for completion of this work?

**A3:** As per Section 4, Scope of Work, Clause 4.4.3.1.2, the time frame is to allow the delivery of initial findings to the WDB Planning Committee by August 30, 2024, and a draft report by September 30, 2024.

**Clarification 4**

**Section 4 – Scope of Work**

- 4.4.3.1.4. The selected Proposer shall be solely responsible for locating and engaging appropriate data sources and for relevant data projections to be incorporated in the Study. In addition to the collection of secondary data, as detailed in this Scope of Work, the WDB will also welcome a mixed methods approach to include primary, qualitative data collection from stakeholder groups, in the form of interviews, roundtables, or focus groups. Stakeholder contact information for potential interviews may be provided depending on the nature of the request.

**Section 5 – Proposal Format and Content**

**Q5:** Does the transmittal letter need to be notarized?

**A5:** The transmittal letter does not need to be notarized. Section 5, Proposal Format and Content, Clause 5.3, Transmittal Letter, details the requirements of the transmittal letter.

**Clarification 6**

**Section 5 – Proposal Format and Content**

- 5.5.3 Each Proposal shall address the Proposer’s qualifications for the development and completion of the Services based on the following:

- 5.5.3.1 List and describe the Proposer’s experience with federal, state or local government whom your agency currently or recently (within the last three (3) years) holds/held a contract to provide similar services to those described in this RFP. For each listed program include name and location of program; reference contact name; telephone number; email address; estimated total project cost and actual total project cost; planned project completion date and actual program completion date; and summary description of the program. Additionally, include three monitoring reports or previous deliverables that were supplied to each agency/government. At least one report or previous deliverable must be from a government agency (Federal, State or Local).

**Attachment E – Budget Sheets**

**Q7:** Is the County looking for a fixed fee amount on the expense proposal or time and materials?

**A7:** The Price Proposal shall be time and materials and entered on the Budget Sheets found in Attachment E. The fields on the Budget Sheets that are not applicable to the pricing structure for this Project shall be submitted with a \$0.00 figure.

**Attachment E – Budget Sheets**

- Q8:** The budget sheets allow for inputting staff costs as either salaried or hourly wage staff costs plus fringe. Is it permitted to use our loaded billable hourly rate? There is no separate fringe benefit in this scenario.
- A8:** The staff wages to be submitted on the Budget Sheets found in Attachment E shall be itemized with either salaried or hourly wages with fringe rates.

Should you have any questions regarding this Addendum, please contact George M. Rodrigues, Contract Manager, at (610) 478-6168 ext. 6270 or [grodrigues@berkspa.gov](mailto:grodrigues@berkspa.gov).