

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 April 14, 2026

Re: Request for Proposal # 26-07-MZSK - Employment, Advancement and Retention Network (EARN) Services

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 April 8, 2026 @ 1:30 PM over Microsoft Teams. The following companies were represented at the meeting:

- Amber Columbo Berks Workforce Development Board
- Stephanie Kofke County of Berks
- Devon Glover County of Berks
- Melanie Olsen County of Berks
- Nick Shirk EDSI
- Chase Carroll Business Interface Workforce Services
- Colleen Mathias EQUUS
- Tristin Prostovich EQUUS
- Heather Engelbrecht Grant Associates
- Rebekah Davis Grant Associates
- Sally Stone Grant Associates

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.

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Questions:

Q1: Can the County provide an estimated annual budget or not-to-exceed amount for EARN services?

A1: The budget should not exceed \$1,050,000.00.

Clarification 1

Attachment A – Proposed Form of Agreement and General Conditions

- 8.2 is hereby revised to align with Section 4.3.22.2 of the RFP as follows.
- ~~Vendor must submit the FSR by the 5th business day at noon (12:00 P.M.) of the month following the month being reported for Services properly performed under this Agreement. If the 5th day falls on a Saturday or Sunday, the FSR must be submitted by the Friday prior to the 5th day.~~
- Vendor must submit the FSR by the 9th business day at noon (12:00 P.M.) of the month following the month being reported for Services properly performed under this Agreement. If the 9th business day falls on a Saturday or Sunday, the FSR must be submitted by the Friday prior to the 9th business day.

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.