Lancaster County Workforce Development Board

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*Valerie Hatfield, Director of Compliance*

**NOTICE TO PROPOSERS**

**Addendum #1 – June 6, 2022**

# Re: Request for Proposal #22-02-TANFYDP

**TANF Youth Development Program**

Lancaster County Workforce Development Board (LCWDB) hereby amends the above-noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged.

A pre-proposal conference was held on June 2, 2022 at 10:00 AM via Microsoft Teams and in-person at 1046 Manheim Pike, Lancaster PA 17601. The following firms/agencies were represented at the meeting:

* John Moser Lancaster County Workforce Development Board
* Valerie Hatfield Lancaster County Workforce Development Board
* Carissa Pinkard Lancaster County Workforce Development Board
* Anibal Aponte Lancaster County Workforce Development Board
* Melissa Van Dorn Educational Data Systems, Inc
* David Genero Equus Workforce Solutions
* Mike Moeller Lancaster County Career and Technology Center
* Tim Shenk LLIU13
* Bethany Parmer LLIU13

Following is a list of questions asked at the pre-proposal conference or submitted in writing and the LCWDB’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 a 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:

* 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 [support@lancastercountywib.com.](mailto:support@lancastercountywib.com) This RFP cannot be modified except by a written

addendum issued by LCWDB. The decision on whether an addendum is required shall be made by LCWDB in its sole discretion. If an addendum is issued, it will be posted on the LCWDB website at <https://www.lancastercountywib.com/organizational-integrity/opportunities/>

* An addendum will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the LCWDB.
* 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.

**Clarification 1 – Initial contract term and budget**

Q: Can you please clarify the initial contract term and budget period?

A: Year 1 term is 10 months (Sept-June) and should be budgeted for 10 months.

**Clarification 2 –Proposed Goals**

Q: Are the proposed goals listed in the RFP for a 10-month period?

A: Yes. These goals are to be used as a baseline. The proposer may propose higher goals based on budget justification.

**Clarification 3 – Continuity Plan**

Q: Can you further explain what you mean by “Continuity Plan”?

A: Continuity plan consists of a prevention and recovery system from potential threats such as natural disasters or cyber-attacks.

**Clarification 4 – Incentive Policy**

Q: Can you provide a copy of the WDB Incentive Policy?

A: The policy is posted to the [website](https://www.lancastercountywib.com/organizational-integrity/opportunities/) as a separate attachment

**Clarification 5 – Current Contract**

Q: Can you provide information on the current provider, contract amount and # serving?

A: The current provider is Educational Data Systems, Inc. The contract amount for 12 months is $561,854. The goals are: 65 Youth complete PWE, 40 Youth complete Stipend-based career exposure, 120 high school youth enrolled with Career Counselors and 30 middle school youth enrolled in Career Awareness program.

**Clarification 6 - “Employee”**

Q: Can you clarify who is considered an “employee” in section 5.8.3?

A: Employee is defined as someone who is employed by the Lancaster County Workforce Development Board

**Clarification 7 - “HIPPA”**

Q: Can you clarify what information is collected that would constitute the need for a HIPPA business agreement?

**A:** The HIPAA Privacy Rule protects and applies to all 18 fields of “individually identifiable health information” held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. “Individually identifiable health information” is information, including demographic data that relates to such personal information such as name, address, birth date, Social Security Number, address, past medical history etc.