

Lancaster County Workforce Development Board

1046 Manheim Pike, Lancaster PA 17601
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Valerie Hatfield, Director of Compliance

NOTICE TO PROPOSERS Addendum #2 – June 17, 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.

Response to written questions submitted by 6/17/22:

Q: To ensure compliance with requirement “4.4.1.1.8 Meet minimum wage and maximum hour requirements per LCWDB policy” on page 10, please provide a copy of the policy.

A: LCWDB Policy #PP204 is attached.

Q: Are the current office locations available for future use? If yes, is the provider responsible for renting the facilities? If yes, what is the current rent for each location? what is the current cost of facilities cost per WIOA-funded staff (i.e., FTE cost per square foot)?

A: The space within the CareerLink® and hub locations are available for staff to utilize. It is expected that staff will primarily work out of the CareerLink® facility. It is not necessary for proposers to budget rental fees for facility usage.

Q: Is equipment available for future use? If yes, how many computers, printers, copiers, etc. are available? Is there a cost associated with using these items? Is there an expectation that additional equipment will be needed or for existing equipment to be replaced?

A: There will be existing equipment available for future use at no additional cost to the successful proposer. Additional equipment may be necessary during the duration of the contract as program needs may arise. Proposers should be prepared to purchase necessary items to deliver high-quality continuous service to participants during the duration of the contract. Currently available to the TANF YDP Program are: Three (3) Chromebooks, Four (4) Lenovo ThinkPad Laptops, Three (3) Monitors, One (1) portable scanner, and access to the CareerLink® staff printers/copiers.

Q: To ensure readability of detailed and possible lengthy documents, is it possible for the board to increase the file size limit in the portal for Financial Statements, Monitoring Reports, Program Citation documents, Continuity of Operations plan and Cost Allocation plan to 10MB?

A: The requested file size limit has been increased in these categories to the highest extent. It is suggested (if possible) to remove any graphics or images that may consume high kilobytes.

Q: With regards to HIPAA – Our organization is not a healthcare provider and as such, HIPAA does not really apply to us; we don't collect or transmit health information. However, as an education entity we are bound by FERPA (the Family Educational Rights and Privacy Act), which applies to disclosure of personally identifiable information (PII) maintained by our organization and governs the protection of student PII. You can read more about FERPA here:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Would our adherence to FERPA be an acceptable substitute for HIPAA in this case?

A: Please refer to clarification #7 answered previously. FERPA would not be an acceptable substitute for HIPAA.

Q: We have a follow up question to Clarification #7 regarding HIPAA – Are we referring to PII (Personally Identifiable Information) instead of PHI (Personal Health Information)? Is the (following phrase) added to the contract acceptable instead of a Business Associate Agreement?

A: Please refer to clarification #7 answered previously that describes the individual information applicable to HIPAA. No substitutions will be accepted.

Q: Non-Collusion affidavit- The affidavit references Berks County, should it reference Lancaster County?

A: We apologize for the error. The Non-Collusion Affidavit has been updated to reference Lancaster County Workforce Development Board.

Q: Should applicants include CareerLink rent in the proposal and if so, what is the cost per FTE?

A: No, rent does not have to be included in the proposer's budget.

A Proposer has returned an altered Administrative and Financial Agreement. That is not acceptable.

The information following this text was issued previously in Amendment #1 issued on 6/6/22.

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:

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| • 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@lanastercountywib.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.lanastercountywib.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 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.