Lancaster County Workforce Development Board

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*Valerie Hatfield, Director of Compliance*

**NOTICE TO PROPOSERS**

**Addendum #1 – July 15, 2022**

# Re: Request for Proposal #22-06-DHS-EARN-WR

# **Department of Human Services Employment, Advancement, and Retention Network and Work Ready**

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 July 15, 2022 at 1:30pm via Microsoft Teams. The following firms/agencies were represented at the meeting:

* Valerie Hatfield Lancaster County Workforce Development Board
* Carissa Pinkard Lancaster County Workforce Development Board
* Melissa Van Dorn Educational Data Systems, Inc
* David Genero Equus Workforce Solutions
* Judy Moon Equus Workforce Solutions
* Suzanne Foran Eckerd
* Faith Lex Educational Data Systems Inc
* Caroline Hudak Eckard
* Craig

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 sections were referenced 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.

**Question 1 – Prior-year contract amount**

Q: Can you disclose the PY21 EARN/WR contract amount?

A: The PY21 EARN/WR contract amount was $1,456,205.80

**Question 2 – Enrolled vs. Referred**

Q: The RFP notes 176 individuals were enrolled in PY21. Can you tell us how many were *referred?*

A: 176 Individuals were enrolled in EARN, 3 enrolled in SNAP, and 21 enrolled in Work Ready. There was a total of 555 referrals in PY20.

**Question 3 – Current Active Participants**

Q: How many participants are currently in “active” status (not transition)

A: There are currently 74 participants in Active status.

**Question 4 – Support Services**

Q: Who distributes Supportive Services?

A: The provider would distribute Supportive Services according to the WDB Supportive Service policy (attached).

**Question 5 – Referral History**

Q: Can you provide the weekly/monthly referral average?

A: Please see chart:

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTH** | **EARN**   **New Referrals** | **WorkReady**  **New Referrals** | **SNAP**   **New Referrals** |
| **July** | 50 | 7 | 0 |
| **August** | 44 | 4 | 0 |
| **September** | 47 | 6 | 0 |
| **October** | 42 | 4 | 0 |
| **November** | 44 | 3 | 2 |
| **December** | 34 | 7 | 1 |
| **January** | 48 | 5 | 0 |
| **February** | 46 | 5 | 0 |
| **March** | 51 | 9 | 2 |
| **April** | 33 | 2 | 1 |
| **May** | 35 | 3 | 0 |
| **June** | 19 | 1 | 0 |
| **TOTAL** | **493** | **56** | **6** |

**Question 6 – Case Load ratio/current staffing structure**

Q: Can you provide the current case load ratio/staffing structure?

A: We cannot provide this level of confidential data.