Lancaster County Workforce Development Board

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*Valerie Hatfield, Director of Compliance*

**NOTICE TO PROPOSERS**

**Addendum #2 – August 9, 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.

Responses to written questions submitted by 8/8/22:

**Question:** Under 2.3.1, it is noted that you intend to award a 2-year agreement with the option to extend for another year. However, under 4.2.2, the RFP notes that the program duration is November 1, 2022 to June 30, 2023, with one, one year (July 1, 2023 to June 30, 2024) renewal option. Can you please clarify the term that is to be awarded?

**Answer:** The initial award will be two years:

Year 1: November 1, 2022 to June 30, 2023

Year 2: July 1, 2023 to June 30, 2024

**Question:** Can you please clarify for which time period or periods we should present our budget?

**Answer:** Proposer should submit a Year 1 and Year 2 Budget according to the terms.

**Question:** Should we include costs related to internet service in our budget for the PA CareerLink Lancaster County facility? If so, can you please provide the appropriate monthly amount?

**Answer:** Proposer should not budget for internet during year 1. Proposer should budget for internet for year 2. Proposer will need to estimate cost.

**Question:** Can you please provide the monthly amount of the shared copier for which the awardee will be responsible?

**Answer:** Proposer should not include copier costs at this time; however, a cost may be added during budget negotiations.

**Question:** Can you please provide the amount of direct participant costs that were included in the most recent contract budget?

**Answer:** *Program* costs (inclusive of program salary and fringe) in the most recent contract budget for EARN were $1,323,823.45. Program costs in the most recent contract budget for Work Ready were $47,163.64.

**Question:** Section 6.4 of the RFP indicates proposal sections will be evaluated using a points system and refers to Ability (Resource Commitment), Competence (Qualifications of Personnel), Past Performance, Quality and Feasibility (Technical & Organizational approach). Based on the prompts in the portal can you provide more detail about which items will be scored and their point values?

**Answer:** All questions are weighed equally.

**Question:** Will attachments be scored? If yes, how will they be scored?

**Answer:** Attachments will not be scored on their own but may assist the reviewer in scoring the proposal.

**The information following this text was issued previously in Amendment #1 issued on 7/15/22.**

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. 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.