



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

**SOLICITATION ADDENDUM**

Date: **August 10, 2017**  
Subject: **Early Learning Resource Centers**  
Solicitation Number: **RFP 30-16**  
Due Date/Time: **August 28, 2017 2:00 PM**  
Addendum Number: **4**

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To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

*List any and all changes:*

The “Technical Assistance and Professional Development (TA/PD) Manager” is no longer considered to be Key Personnel. As a result, the following sections are being revised as follows. All other sections remain the same.

- The following language in Part III, Section III-5.A of the RFP (page 27) is hereby amended as follows:

“For key personnel, defined as the ELRC Director, Assistance Director (if applicable), Financial/Budget Manager, **and** Eligibility Manager, ~~and the Technical Assistance and Professional Development (TA/PD) Manager~~, include the employee’s name and, through a resume or similar document, the Project personnel’s education and experience in similar size and scope projects.”

- The following language in Part III, Section III-8 of the RFP (page 29) is hereby amended as follows:

“The Offeror should describe the relationship between key staff, the ELRC Director, Assistant Director (if applicable), Financial/Budget Manager, **and** Eligibility Manager ~~and the TA/PD Manager~~, and the specific tasks, assignments, and deliverables proposed to accomplish the scope of work.”

- The following language in Appendix H, Key Personnel Reference Questionnaire, is hereby amended as follows:

“Key Personnel: For purposes of RFP #30-16, Key Personnel are ELRC Director, Assistant Director (if applicable), Financial/Budget Manager, **and** Eligibility Manager. ~~and TA/PD Manager.~~”

A separate procurement will be forthcoming which extends professional development beyond the technical assistance and support of regulatory referral required through this RFP. Offerors awarded an ELRC Region as



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a result of this RFP will not be eligible to submit a proposal for the Professional Development procurement; but may participate as a subcontractor.

Type of Solicitation: Hard Copy (Paper) Bid - If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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