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DEPARTMENT OF HUMAN SERVICES

SOLICITATION ADDENDUM

Date: **June 4, 2020**
Subject: **Specialized Services for Persons with Disabilities and Nursing Home Transition**
Solicitation Number: **RFA 22-18**
Due Date/Time: **June 15, 2020, 12:00 PM**
Addendum Number: **2**

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 language in Part I, Section I-10 is being amended as follows:

I-10. Response Date. To be considered for selection, Applicants **must** submit electronic copies of their applications, with the exception of the Corporate and Key Personnel Reference Questionnaire Forms, to the Issuing Office no later than the date and time indicated in the Calendar of Events. Electronic copies of the applications must be submitted to RA-PWRFAQUESTIONS@PA.GOV. The subject line of the emails must indicate “RFA 22-18 Application”. Email attachments are limited to 10 MB. Any attachments over that limit must be sent via separate emails and should be labeled “RFA 22-18 Part _ of _.” ~~hard copies of applications~~ The electronic copies of the applications **and** the hard copies of the Corporate and Key Personnel Reference Questionnaire forms must arrive at the Issuing Office on or before the time and date specified in the RFA Calendar of Events. ~~The Department will not accept applications via email or facsimile transmission.~~ Applications received after the due date and time specified, including those that are late due to the delivery service used, will be disqualified. Applicants **must** ~~who~~ send applications the original, sealed Corporate and Key Personnel reference questionnaire forms by mail or other delivery service **and** should allow sufficient delivery time for the timely receipt of their applications. ~~The Department cannot accept hand-delivered reference questionnaire forms. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Applicants. The hour for submission of applications shall remain the same.~~ The Department will reject, unopened, any late applications.

- The language in Part I, Section I-11.A is being amended as follows:

I-11. Application Requirements.

A. Application Submission: To be considered, Applicants should submit a complete response to this RFA to the Issuing Office, using the format provided in **Part I, Section I-11.B**, providing **six (6) paper copies [one marked “ORIGINAL”] of the Technical Submittal, two (2) paper copies of the Cost Submittal, and two (2) paper copies of the Contractor Partnership**



pennsylvania

DEPARTMENT OF HUMAN SERVICES

Program Submittal. In addition to the paper copies of the application, Applicants shall submit ~~two (2)~~ **one complete and exact copy**ies of the entire application (Technical, and Cost and CPP submittals, along with all requested documents) **via email to RA-PWRFAQUESTIONS@PA.GOV** on a USB flash drive in Microsoft Office or Microsoft Office-compatible format. ~~The electronic copy must be a mirror image of the paper copy and~~ **Any** spreadsheets must be in Microsoft Excel. ~~On the USB flash Drive, i~~Include separate folders that contain a complete and exact copy of the entire Technical (excluding financial capability) Submittal in PDF (portable device format). To the extent that the Applicant designates information as confidential or proprietary or trade secret protected in accordance with **Part I, Section I-16** of this RFA, the Applicant must also include one (1) redacted version of the Technical Submittal, excluding financial capability ~~on the USB flash Drive in Microsoft Office or Microsoft Office-compatible format.~~ The ~~USB flash drive~~ **electronic submission** should clearly identify the Applicant ~~and include the name and version number of the virus scanning software used to scan the USB flash drive before it was submitted.~~ The Applicant may not lock or protect any cells or tabs. The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the **Application Cover Sheet (Appendix A** to this RFA) and the Application Cover Sheet is attached to the Applicant's application, the requirement will be met. For this RFA, the application must remain valid for one hundred and twenty (120) days or until an agreement is fully executed.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice to RA-PWRFAQUESTIONS@PA.GOV ~~received at the Issuing Office's address for application delivery~~ prior to the exact hour and date specified for application receipt. An Applicant or its authorized representative may withdraw its application ~~in person~~ prior to the exact hour and date set for application receipt, ~~provided the person provides appropriate identification and signs a receipt for the application.~~ An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification that complies with the RFA requirements.

- The language in Part I, Section I-11.B is being amended as follows:

A. Application Format:

Applications must adhere to the following format:

- a. Pages must be eight-and-one half (8.5) by eleven (11) inches with right and left margins of one (1) inch; and be double-sided.
- b. Must use Arial or Times New Roman font with a type size of twelve (12).
- c. Tab and Section headings, shown in this **Part I, Section I-11, MUST** be used.
- d. Each page of the application must include a page number and identification of the Applicant in the page footer.
- e. Materials provided in any appendix must be specifically referenced by page numbers in the body of the application.
- ~~f. Each hard copy of the Technical Submittal must be bound in a binder with tabbed dividers, according to the format described in **Part I, Section I-11.B.**~~
- g. Exceptions for paper and font size are permissible for project schedule (Microsoft Project) or for graphical exhibits and material in appendices which may be printed on white paper with dimensions of eleven (11) by seventeen (17) inches.



pennsylvania

DEPARTMENT OF HUMAN SERVICES

- The above referenced sections are the only sections being modified; all other sections remain the same.
- Also attached is a revised Cost Submittal Worksheet, Appendix D, which expands the width of column I.

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,

Name: Karen Kern
Title: Issuing Officer
Phone: 717-772-2058
Email: RA-pwrfaquestions@pa.gov