

SOLICITATION ADDENDUM

Date: **February 9, 2023**
Subject: **Early Learning Resource Centers**
Solicitation Number: **RFA 21-21**
Due Date/Time: **March 8, 2023 at 12:00 PM**
Addendum Number: **4**

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, etc.).

List any and all changes:

- Please find attached the question and response document pertaining to the formal inquiries submitted.
- Please find attached Appendix H – Cost Submittal Worksheet – Revised, which replaces the original Appendix H in its entirety. Applicants must use the revised Appendix H in their applications.
- The language in Section I-6 of the Technical Submittal is being amended as follows:

Method of Award. Applicants may submit applications for one, all, or any combination of the ELRC Regions. Applicants must submit a separate application for each ELRC Region, containing Technical, Cost, and Contractor Partnership Program (“CPP”) Submittals. After final evaluation of applications, if it is determined to be in the Commonwealth’s best interest, the Commonwealth may request that Applicants submit integrated solutions for any combination of ELRC Regions for which they ~~submitted an application~~ **were selected for negotiations.**

- The language in Section I-19 of the Technical Submittal is being amended as follows:

Prime Applicant Responsibilities. The selected ~~prime~~ Applicants must ~~perform~~ **provide** services valued at least at 50% of the total agreement cost **for the fixed monthly fee.** Nevertheless, the Department will require the Applicant assume responsibility for all services offered in its application whether it produces them itself or by sub-contract. The Department will consider the selected Applicant to be the sole point of contact for all Agreement matters.

- The language in Section III-3.C. of the Technical Submittal is being amended as follows:



For non-ELRC Leadership positions, including Subcontractor Leadership (if responsible for CCW eligibility or Keystone STARS), Financial/Budget Manager, CCW Eligibility Manager, and Provider/Quality Manager, include position descriptions and minimum qualifications. Exact position titles of non-ELRC Leadership positions may differ from the ones listed above. Examples of job descriptions for these positions are included in the Procurement Library. These job descriptions are provided for informational purposes only and applicants are not required to use these job descriptions in their applications. **Although not required, DHS prefers that candidates possess the minimum levels of experience and education outlined in the position details.**

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The Applicant should identify a minimum of three client references for each ELRC Leadership position. All client references for ELRC Leadership must be outside clients (non-DHS **and non-PA Key**) who can give information on the individual's experience and competence to perform tasks similar to those requested in this RFA. ELRC Leadership may be a member of the Applicant's organization or of any subcontractor included in the Applicant's application.

- The Application due date is being extended until March 8, 2023.

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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