



**ADDENDUM #1
Human Resources
Organizational Review Consultant
RFP # 7022-19**

March 15, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP # 7022-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Is there a pre-established budget or maximum amount for the work required?

ANSWER: There is not, although cost will be a factor in selecting the successful bid.

2. Question: When does the County expect the contractor to begin work?

ANSWER: As soon as possible following contract completion.

3. Question: When does the County require a written report delivered?

ANSWER: Please propose your timeline for completion of work and delivery of written report when your proposal is submitted.

4. Question: Will a presentation be given to the County at the end of the project? To whom?

ANSWER: No.

5. Question: Please provide a current organization chart of the Boulder County Government.

ANSWER: <https://www.bouldercounty.org/government/about-boulder-county/organizational-chart/>

6. Question: Who does Boulder County define as an external stakeholder?

ANSWER: Former County Commissioners and officials at partner agencies, such as Boulder County cities and towns

7. Question: Which counties does Boulder envision as comparable for this project?

ANSWER: Similarly-sized counties in Colorado, such as Larimer and Jefferson; counties with excellent reputations in other parts of the country such as Fairfax, Virginia; King County, Washington; Dakota County, Minnesota; and San Diego County, California. We would welcome the consultant's suggestions of other counties to consider.

8. Question: Will the consulting team be provided the list of questions posed by community members?

ANSWER: Although we do not have a list questions from community members, the consulting team would be encouraged to view a recording of a public hearing where these questions were posed.

9. Question: What is the desired/expected timeline for completion of this review?

ANSWER: Completion is expected by July 31.

10. Question: Will the consulting team have direct access to the commissioners and/or executive team members?

ANSWER: Yes.

11. Question: Will the consulting team have access to past organizational reviews? If so, how many have been conducted?

ANSWER: We have not conducted an organizational review of this kind before.

12. Question: Who will be the consulting team's Boulder County project lead/point of contact?

ANSWER: Julia Yager, HR Division Director

13. Question: How many internal and external stakeholders do you expect need to be interviewed?

ANSWER: In addition to the three Commissioners, eight department heads must be interviewed as well as a few division directors (such as the IT Division Director and the Human Resources Division Director). External stakeholders will include two or three former county commissioners and officials at three or more other jurisdictions, based on the consultant's recommendations.

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 22, 2019.**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7022-19** in the subject line.

-OR-

US Mail **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP #7022-19** to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Information Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

March 15, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7022-19, Organizational Review Consultant.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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