



ADDENDUM #1
Boulder County Housing and Human Services
Outreach and Stakeholder Engagement Services for the Boulder County Regional
Housing Partnership
RFP # 7046-19

July 1, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP #7046-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: The list of deliverables includes development and implementation of a community outreach and stakeholder engagement plan and ongoing communication support. The introduction to the specifications also lists logistics/administrative support and community education campaign messaging support. Please confirm that logistics/admin support and knowledge of national best practices for messaging related to housing affordability are required.

ANSWER: Logistics/admin support is part of scope: It is expected that the community engagement firm/individual will provide logistics and administrative support for various stakeholder engagement opportunities, including but not limited to: scheduling and facilitating in-person meetings; attending city council study sessions; participating in informational webinars; helping coordinate needed meetings with the Partnership Steering Committee, groups, and subcommittees; and keeping relevant stakeholders up to date on outcomes and progress related to various activities.

Knowledge of national best practices around affordable housing communications is preferred, but not required. The community engagement firm is not expected to be a national leader in affordable housing communication and messaging, but a level of familiarity regarding national best practices for effectively communicating about this issue in a productive, inclusive, and collaborative way is essential for achieving the goals of this project.

2. Question: Is it envisioned that the successful team would include affordable housing expertise?

ANSWER: It is expected that the team would be familiar with the issue of affordable housing and its impact on our community in Boulder County. A deep expertise in the technical aspects of affordable housing policy, funding mechanisms, and development related activities would be beneficial, but is not required.

3. Question: Is it envisioned that the successful team would include diversity?

ANSWER: This is not a requirement of the RFP but demonstrating team diversity could be helpful and would support the goals of this project.

4. Question: The insurance requirements include professional liability for errors and omissions. A typical policy for a firm with the qualifications to address the scope of work does not include professional liability for errors and omissions. Could this requirement be waived if it is not possible to obtain coverage? Could coverage be purchased after award?

ANSWER: Due to the scope of work, subject matter, and community engagement professional liability is needed to cover such things as: incorrect advice, documentation errors, verification mistakes, misrepresentation, incorrect advice, and libel or slander.

If coverage is purchased after award, the bid price cannot increase based on the increased insurance costs. Failure to provide a certificate of insurance referencing professional liability at the time of the contract will prevent a vendor from being able to sign a contract with Boulder County.

5. Question: The Submittal Section does not include a Proposed Approach. A detailed proposed approach would be needed to prepare the requested detailed project schedule and an all inclusive total cost.

ANSWER: It is expected that the community engagement firm will propose an approach that they believe will be most effective to the success of the Regional Housing Partnership's goals, as well as an appropriate budget to achieve the approach effectively.

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 July 11, 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 50MB 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 #7046-19** 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 # 7046-19**, 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**

July 1, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7046-19, Outreach and Stakeholder Engagement Services for the Boulder County Regional Housing Partnership.

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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