



**ADDENDUM #1**  
**Boulder County Community Services - Area Agency on Aging**  
**Age Well Boulder County: Stakeholder Group Facilitator**  
**RFP # 7054-19**

August 20, 2019

The attached addendum supersedes the original Information and Specifications regarding RFP # 7054-19 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Can the County further define what is meant in the Scope of Work, Phase 1 (page 6) by "assist in the design, planning and development of one full-day community stakeholder summit" and clarify what the anticipated role of the vendor would be during the day (i.e., active facilitation, note taking, all of the above)?

**ANSWER: The consultant will work with the Boulder County AAA to understand the strategic goals for the the full-day stakeholder summit. The framework for the summit should be the same or similar to all other stakeholder engagement processes in this project. The consultant will serve as an active and, we prefer, the lead facilitator during the summit event. AAA and other partnering organizations' staff will also be available to provide additional needed facilitation, such as in small-group break-out sessions, if needed. Methods/techniques for recording stakeholder feedback, such as note taking, should be considered in proposals, as we expect the consultant to accurately and efficiently collect, organize, synthesize, and clearly report all feedback from stakeholders throughout this project.**

2. Question: Can the County define the anticipated audience for the remote feedback mechanism (Scope of Work, Phase 2, sub-bullet 2, page 6)?

**ANSWER: The anticipated audience for the remote feedback mechanism will people unable to participate in the live stakeholder summit or smaller stakeholder sessions. Audience would include local professionals serving older**

**adults, volunteers who work with older adults, board and advisory council members who support local public or private organizations, elected officials, and some members of the public.**

3. Question: Is there a specific amount budgeted for this particular project?

**ANSWER: There is a budget for this project that will be specified once all proposals are reviewed.**

4. Question: Can you provide an estimated cost range to complete this contract?

**ANSWER: Due to the fact that this is a new endeavor for the Boulder County AAA, we are unable to accurately estimate a cost range for this work and will rely on the proposals we receive to understand the estimated cost range.**

5. Question: The stakeholder sessions for the contractor to facilitate include up to 5 sessions with internal BCAA staff, a large stakeholder summit and up to 10 smaller, issue-specific sessions. Are these sessions all to occur in November 2019?

**ANSWER: We would prefer to have at least one large preliminary internal session with BCAA staff in October. Most other stakeholder sessions will take place in November and early December if necessary.**

6. Question: Also, we assume the stakeholder sessions are separate from and taking place after the community presentations that are to occur in the fall of 2019 gathering feedback on the data report "Aging in Boulder County: Past, Present and Future". The contractor is not conducting the community presentations as we understand it. Is this correct?

**ANSWER: Correct, the contractor will not be conducting any community presentations. Key BCAA staff will provide, and if necessary, present some qualitative and quantitative trends data in the stakeholder sessions and summit, as necessary.**

7. Question: We assume the stakeholder sessions will include a different set of of people than those who will be participating in the community presentations. Is this correct?

**ANSWER: There may be overlap between who attends a community presentation on data and trends, and who participates in the stakeholder input process. The community presentations are meant to create awareness about the aging-related challenges and opportunities our community is facing. Stakeholder sessions are meant to be focused on solutions-oriented dialogues**

**that pick up the challenges and articulate current and future solutions that organizations, groups, and individuals across the community are currently working on, and developing for the future.**

8. Question: Does Boulder County AAA envision that the eight Domains of Livability will replace the four quadrants that served as the organizing frame for the 2015 Age Well Boulder County Strategic Plan?

**ANSWER: The 8 domains of livability are now being used to categorize challenges and opportunities – the four quadrants will no longer be used. Similar to age-friendly strategic planning frameworks in other US communities, we are open to using our own specific themes that may overlay on top of these 8 domains. This would likely be determined during and after this stakeholder engagement process.**

9. Question: In the RFP, several subpopulations are mentioned (e.g., racial and ethnic minorities, mountain residents, LGBTQ+, etc.). Are these groups the the ones that will be prioritized for the issue-specific follow-up stakeholder meetings? Or, can you provide more information on what you are envisioning for the follow-up meetings? And, roughly how many individuals does Boulder County AAA anticipate attending each of the follow-up meetings?

**ANSWER: The needed topics for the issue-specific follow-up stakeholder meetings will be determined by BCAA, its partners, and the consultant during the design and development phase of this project. It is highly likely that some of the issue-specific meetings will involve subgroups. The size of these issue-specific meetings will depend on how big the issue is and how many key stakeholders the issue involves. These meetings could be quite small (fewer than ten) or quite large (upwards of 50).**

10. Question: Will the consultant be responsible for recruitment for any of the stakeholder meetings (e.g., identifying participants and conducting outreach)?

**ANSWER: We expect the consultant to advise and/or assist on how to have the most success in our recruitment of stakeholder meeting participants. We may ask the consultant to maintain a list of all invitees and attendees.**

11. Question: Will the consultant be responsible for developing outreach materials, including flyers, messaging and communications? If yes, what are the specific approval processes that will be needed (e.g., approval from relevant agencies in Boulder County)?

**ANSWER: The consultant will not be responsible for developing outreach materials, but will likely be involved in the tactics and strategies for achieving**

**the greatest success in our efforts to draw stakeholders to meetings and/or feedback interfaces.**

12. Question: How involved and in what ways would Boulder County AAA staff/stakeholders like to be in recruitment and project activities?

**ANSWER: Boulder County staff and key partners will be very involved in the recruitment of stakeholders and will work with the consultant to follow best practices in promoting the stakeholder feedback opportunities and successfully recruiting stakeholders to attend meetings.**

13. Question: Will the consultant be responsible for logistics and/or accommodations for the stakeholder meetings (e.g., scheduling, finding locations, ensuring accessibility)?

**ANSWER: No, BCAAA staff will be responsible for scheduling and securing accommodations for the stakeholder meetings. The consultant may be asked to offer guidance and advice to staff on some logistical items, as needed.**

14. Question: Should the consultant budget for incentives (e.g., gift cards), food and drinks, or other costs to support participation?

**ANSWER: No, the BCAAA will pay for incentives to support stakeholder participation. The consultant may advise BCAAA on which incentives to use.**

15. Question: Does Boulder County AAA anticipate that any of the stakeholder meetings will need to be conducted in Spanish or another language?

**ANSWER: This is highly unlikely due to the fact that most stakeholders in this process will be professionals serving the public. We find that there are very few professionals serving older adults in our community who only speak Spanish and not English. Feedback from Spanish speaking residents was collected and translated to English in 2018 as part of the Community Conversations process.**

16. Question: Does Boulder County AAA have the technology available for the remote online feedback collection mechanism for stakeholders unable to attend the large in-person community meeting? Or, will the consultant be requested to provide the technology solution?

**ANSWER: Boulder County AAA uses an advanced version of SurveyMonkey as well as a version of Microsoft Forms that it uses for online surveys. Therefore, the consultant will not be requests to provide the technology solution for this**

**component. We expect the consultant to provide tactical, technical, and design guidance for this component of the project.**

17. Question: Does Boulder County AAA have an estimated budget range for the project?

**ANSWER: There is a budget for this project that will be specified once all proposals are reviewed.**

18. Question: Do you have an ideal number of sessions for both the internal and follow-up stakeholder sessions?

**ANSWER: We do not expect there to be more than 15 smaller (internal/external) sessions and one large summit.**

19. Question: Is there a budget that you have in mind?

**ANSWER: There is a budget for this project that will be specified once all proposals are reviewed.**

20. Question: Is there any flexibility in the stakeholder session timeline?

**ANSWER: The stakeholder summit is permanently scheduled for Monday, November 18, 2019. The smaller sessions have not been scheduled yet, and there is some flexibility in the timeline. We would like there to be at least one internal BCAA session to take place in October, with the remaining sessions taking place in November and early December, as necessary.**

21. Question: The RFP notes that the contractor will "assist" in the design, planning and development of the summit. Can you further define the role of the contractor and the role of BCAA for the summit?

**ANSWER: The contractor will work closely with BCAA and its key partners on the design and development of the stakeholder feedback process and methodology, including the stakeholder summit. Roles will be further defined as the process and summit are designed. At a high level, we envision the contractor playing a lead facilitator role in all stakeholder feedback sessions as well as the summit, with BCAA staff and key partners playing facilitation or other supportive roles, as determined in the process.**

**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 August 27, 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](mailto:purchasing@bouldercounty.org); identified as **RFP # 7054-19** 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 # 7054-19**, 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**

August 20, 2019

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7054-19, Age Well Boulder County: Stakeholder Group Facilitator.

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](mailto: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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