



**ADDENDUM #1
Workforce Boulder County
Workforce Boulder County One-Stop Operator
RFP # 7218-21**

April 6, 2021

The attached addendum supersedes the original Information and Specifications regarding RFP # 7218-21 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: How many current MOU partners do you have that will need to go through the negotiating process?

ANSWER: 5.

2. Question: What do services look like now? Virtual or in-person?

ANSWER: Our services are mainly virtual.

3. Question: Is there a 'do not exceed' budget?

ANSWER: We cannot provide this information at this time.

4. Question: Would you like in-person visits throughout the duration? If so, how often – quarterly, twice a year?

ANSWER: Meetings can take place virtually, on a quarterly basis.

5. Question: How do you see partners convening meetings? In person or virtual?

ANSWER: Meetings can take place virtually as needed.

6. Question: What is the anticipated start date?

ANSWER: July 1, 2021.

7. Question: Is there an established budget?

ANSWER: Not at this time.

8. Question: Is there an incumbent? If so, who?

ANSWER: Boulder County, Community Services Department, Strategic Initiatives Division.

9. Question: What is the contract term for this engagement?

ANSWER: July 1, 2021 through June 30, 2025.

10. Question: Is Boulder County issuing this RFP as a way to address a current issue or is the contract term up for renewal?

ANSWER: This contract is up for renewal.

11. Question: Does Boulder County anticipate work being completed remote, in-office or in a hybrid model?

ANSWER: This can be a hybrid model, in person is not necessary.

12. Question: What processes and tools are currently in place for this scope of work?

ANSWER: We follow the guidance set forth in the Colorado Department of Labor and Employment's program guidance letter related to One Stop Operator roles. We use a MOU template to structure our agreements and a reporting template.

13. Question: Is Boulder County open to exploring process improvement options (i.e. evaluating, updating, adding processes) as a part of this scope of work?

ANSWER: Yes.

14. Question: Who is involved in the bi-annual Partner's meeting?

ANSWER: One Stop Operator, Workforce Development Board and staff and MOU partners.

15. Question: Please define who is referenced as “Partner” for Boulder County?

ANSWER: The Workforce Innovation and Opportunity Act required partners; The Division of Vocational Rehabilitation, Front Range Community College, The State of Colorado Unemployment Insurance Division, Jobs for Veterans State Grants and local Adult Basic Education Partner.

16. Question: Who would the successful bidder be reporting to?

ANSWER: The Workforce Development Board and Staff.

17. Question: Will the successful bidder be working closely with the county to evaluate gaps, needs, scope, etc. for vendor negotiation and selection?

ANSWER: No.

18. Question: Is Boulder County currently tracking metrics on vendor performance? If so, how?

ANSWER: We track completion of assignment's and meeting timelines.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on April 13, 2021.**

Please note that email responses are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. 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 # 7218-21** in the subject line.

All proposals must be received and time and date recorded at the purchasing email 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**

April 6, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7218-21, Workforce Boulder County One-Stop Operator.

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. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

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 _____

End of Document