



**ADDENDUM #1  
Office of the County Administrator  
Security and Safety Training  
RFP # 7242-21**

July 15, 2021

The attached addendum supersedes the original Information and Specifications regarding RFP # 7242-21 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](mailto:purchasing@bouldercounty.org).**

1. Question: How many employees would this training be for.

**ANSWER: Approximately 1500.**

2. Question: When would the training start?

**ANSWER: Ideally Q4 2021 or at the latest Q1 2022.**

3. Question: What would you estimate the class sizes to be “generally”? Or what would the largest or smallest class size be?

**ANSWER: Class size is capped at 10-15 maximum.**

4. Question: With 24/7 coverage in some areas of the county, will the training occur both during the day and at night to accommodate 2nd and 3rd shift?

**ANSWER: Training will occur Monday through Friday, 8:00 a.m. - 4:30 p.m.**

5. Question: Will training be delivered on the weekends to accommodate schedules or just during the week?

**ANSWER: Only Monday through Friday, 8:00 a.m. - 4:30 p.m.**

6. Question: Will the training include Law Enforcement Officers? Sheriff's Deputies, Detention Deputies, Code Enforcement, Animal Control?

**ANSWER: Possibly.**

7. Question: Do we know, or will we know prior to the training, what types of actual conflicts that employees have had? Do we have any historical data that will assist in tailoring the training to actual situations that employees have had to deal with?

**ANSWER: We could solicit types of conflicts for each class, it would be best to solicit at the beginning of each class.**

8. Question: Could we interview staff regarding any actual conflicts they have had so that the scenarios can be as realistic as possible?

**ANSWER: Yes.**

9. Question: What is the target duration time for the training for each individual participant (e.g., 1 work day)?

**ANSWER: Full 8 hours.**

10. Question: What Boulder County Department will be the main point of contact?

**ANSWER: Human Resources.**

11. Question: Will Boulder County handle scheduling and logistics for Boulder County Staff, or is the contractor expected to provide this?

**ANSWER: The County will use their scheduling system once dates are determined.**

12. Question: What is the anticipated start date for the training?

**ANSWER: Ideally Q4 2021 or at the latest Q1 2022.**

13. Question: What is the target date by which all participating staff are to be trained by?

**ANSWER: Ongoing. One that captures new hires.**

14. Question: What is the ideal class size?

**ANSWER: Class size capped at 10-15 maximum.**

15. Question: Does Boulder County have a target class size per class in mind, or is the county looking for recommendations from the contractor?

**ANSWER: Class size capped at 10-15 maximum, would be open to recommendations from the contractor.**

16. Question: Does Boulder County want this proposal to be priced per person or by time?

**ANSWER: A breakdown of both would be helpful.**

17. Question: About the above requirement to state our compliance with Terms and Conditions of the Contract – we intent to comply with all requirements of the contract and do not have any deviations from it, would a simple affirmation of our intent to honor the contract be sufficient response? Or do we need to provide further details? If details are required, could you offer some suggestions on what content or response you require, please?

**ANSWER: Yes, a simple affirmation of your intent to honor the contract will be a sufficient response.**

18. Question: Will staff need physical intervention skills or only verbal / non-verbal de-escalation skills?

**ANSWER: Both.**

19. Question: Does the County want to train 1000 – 1500 staff via direct delivery?

**ANSWER: Ideally.**

20. Question: Can the training be delivered through a train-the trainer model? This would entail training a select group of individuals who can then train the remaining staff members on an ongoing basis, thus creating sustainability.

**ANSWER: We can explore this.**

21. Question: Can we submit multiple training options via one proposal?

**ANSWER: Yes. Please itemize pricing for all options proposed.**

22. Question: Does the county want legal liability of their organization to be addressed in the content of the training materials? Or is the county looking for high-level, surface best practices as individuals only?

**ANSWER: No, the county does not want the legal liability of their organization to be addressed in the content of the training materials.**

23. Question: On average, how many people does the county desire to be in a small group for the role playing activities?

**ANSWER: 10-15.**

24. Question: How many locations in total will be required to travel to in Boulder County?

**ANSWER: There are training rooms in Boulder and Longmont. In the future there may be opportunities in Lafayette.**

25. Question: Does the county require a set annual schedule in advance for all of the trainings?

**ANSWER: Yes that would be ideal.**

26. Question: The RFP states, "Boulder County expects that multiple trainings will need to occur throughout the remainder of 2021 and into 2022 in order to reach this large number." Does the county require multiple training sessions to make sure all employees are put through 1 class, or does this mean there will be multiple classes that all employees will need to go through? It appears to be 1 face-to-face class and handouts provided. Essentially, would the county accept online components, an in-class with small group role-playing and handouts to accompany training?

**ANSWER: One class in person would be ideal.**

27. Question: The RFP requests \$2,000,000 of Products Completed Operations Aggregate insurance. Would the county be able to accept \$1,000,000 of Products Completed Operations Aggregate + \$1,000,000 umbrella policy with \$1,000,000 each occurrence and \$1,000,000 aggregate to satisfy this piece of the insurance requirement?

**ANSWER: Yes.**

**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 July 26, 2021.**

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.**

**NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).**

**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 # 7242-21 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**

July 15, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7242-21, Security and Safety Training.

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. 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](mailto: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** \_\_\_\_\_

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