



**ADDENDUM #1  
Office of Sustainability, Climate Action & Resilience  
Rebate Processing Firm  
RFP # 7274-21**

October 27, 2021

The attached addendum supersedes the original Information and Specifications regarding RFP # 7274-21 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).**

Question: When do we expect to award the contract?

**Answer: Possibly November 12, 2021, possibly November 19, 2021, depending on the number of bidders and if interviews are deemed necessary. The timeline will be impacted by how much setup time is necessary for a vendor to be ready to process new rebates on January 1st. Please include how many weeks the bidders anticipate between signing a contract and being ready to start operations.**

Question: Are other rebate recipient payment options, like VISA gift cards, a possibility?

**Answer: Yes. We are very interested in ways that your company could reduce the workload on Boulder County staff, improve the turnaround time of issuing rebates, and improve the experience for the rebate applicants. If there are other services your company offers that would improve upon or augment the scope of work as described, we are highly interested in hearing about it. In addition to bidding on the scope of work as described, please submit a second bid where you:**

- Describe the difference between the required proposal and the augmented proposal;

- Detail how the difference will reduce the workload on Boulder County staff, improve the turnaround time of issuing rebates, or improve the experience for the rebate applicants;
- Detail your company's pricing structure per rebate/check and initial setup costs;
- Timeline of activities to be ready to start issuing rebates on January 1st, 2022.

**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 November 3, 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 # 7274-21 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**

October 27, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7274-21, Rebate Processing Firm.

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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