



**ADDENDUM #1  
Public Health  
BCPH 2022 Community Health Assessment Lead  
RFP # 7334-22**

April 22, 2022

The attached addendum supersedes the original Information and Specifications regarding RFP # 7334-22 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

**Please note:**

**The COVID-19 Vaccine Requirement for Certain Contractors of County is no longer required for County contracts. Please disregard this language in the original bid document and sample contract.**

**Due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: Is there an estimated budget limit or budget range for this project?

**ANSWER: Competitive proposals are welcome.**

2. Question: How will project cost be scored?

**ANSWER: Please review page twelve of the RFP “RFP Evaluation Criteria” and pages eight and nine of the RFP’s SOW “Knowledge, Skills, and Abilities” section. Besides the information outlined above in the RFP, the only additional items that may be considered when selecting an applicant will be:**

- **Demonstrated experience facilitating participatory community engagement activities – in particular with disproportionately impacted or marginalized populations.**

- **Demonstrated experience and knowledge in data collection, synthesizing, interpretation, and prioritization that leads to the development of a strategic plan.**

3. Question: Do you know the total number of participants you would like to reach out to for surveys and/or focus groups?

**ANSWER: BCPH will have a stakeholder contact list and will work with the consultant(s) to develop a realistic and manageable plan and approach for community engagement, including surveys and focus groups. In general, we will want to engage with a wide range of community stakeholders including internal BCPH staff, county agencies, and community and non-profit groups. Whenever feasible, we will also want to engage with not only community leaders or representatives, but also try to engage directly with community members. Again, this will be a joint planning piece between BCPH and the consultant(s).**

4. Question: Has this study been completed before? If so, can you please share the final report with us?

**ANSWER: The last time that BCPH conducted a community health assessment (CHA) was five years ago in 2017. The community focused health priority that was identified in consultation with the community was mental health. BCPH added health equity, climate change, and staff mental health as internal priorities for the five-year plan. Instead of a final report BCPH engaged in a long-term participatory planning process with community stakeholders to develop short and long-term strategic benchmarks and priorities. For this next five-year strategic plan we plan to use a different approach as we will use data collected from the CHA to directly inform a more robust and focused strategic plan that is developed, implemented, monitored and evaluated in close collaboration with a core group of community stakeholders. The synthesized and prioritized data collected from this CHA will inform the new strategic plan.**

**FYI: Boulder County conducted a community survey in 2021 that identified mental and behavioral health as a community health priority. That survey and report will also inform this CHA. The contractor will be expected to oversee the qualitative input gathering that will supplement and drill down on the results from that community survey related to mental and behavioral health.**

5. Question: Is there a page limit for the proposal? If so, are work samples, budget, and workplan included in these limits?

**ANSWER: No more than 10 pages, not including attachments or samples please. In addition to the 10 pages up to 3 samples may be included that are most relevant to this activity.**

6. Question: Is the intention still to primarily rely on existing secondary indicator and local datasets for quantitative analysis and utilize mainly qualitative methods to fill any gaps in existing information?

**ANSWER: Yes, and at least some of the quantitative secondary data will be pulled together before the consultancy begins. The BCPH data team will support the consultant to identify gaps.**

7. Question: To what extent will BCPH support the identification and recruitment of key informants for qualitative data collection purposes, including connections to cultural brokers, community coalitions, and other stakeholders/partners?

**ANSWER: BCPH will work with the consultants to identify and connect with key informants and participants for qualitative data collection in the initial planning process. We will look for the consultant to help identify types of people and groups to be prioritized and expect that the consultants will take the lead to communicate once groups/people have been identified.**

8. Question: What is the budget amount that BCPH has allocated for this project?

**ANSWER: Competitive proposals are welcome.**

9. Question: Should the Sustainability Questionnaire included in the RFP be completed and submitted as part of proposal documentation?

**ANSWER: Yes, please fill out the survey questionnaire as part of your submittal. Understand that this will be a secondary part of the evaluation criteria and not the main part of the selection criteria.**

10. Question: Are samples of work to be included as part of the 3 references?

**ANSWER: Samples of work should be separate from the three references. You may submit up to three samples of work.**

11. Question: Is there additional context that can be provided regarding the reissue of the RFP that is relevant to the focus of assessment or methods for conducting this work?

**ANSWER: The main reason that we are reissuing the RFP is that in late 2021 Boulder County conducted a robust community needs assessment. Through that assessment mental and behavioral health (MBH) was identified by the community as a priority health need. In consultation with the CDPHE, the decision was made to continue our focus on MBH as our public health improvement plan priority for our next five-year strategic plan, and not duplicate community engagement work. Therefore, the scope and focus of this CHA will be to engage with community stakeholders to 1) collect data, ideas, and input on MBH needs in the community, 2) to identify, prioritize, and focus where/how we can work in MBH, 3) collect and evaluate secondary data related to or impacting MBH, 3) to identify opportunities and mechanisms for close community collaboration that will maximize impact. We will not be asking the community to choose a community health priority, rather sharing data and engaging community to identify MBH program priorities, focus, and detect opportunities for collaboration.**

**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 29, 2022.**

**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 # 7334-22 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 22, 2022

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7334-22, BCPH 2022 Community Health Assessment Lead.

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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