



**ADDENDUM #2
Public Health
Boulder County Public Health Workforce Assessment
RFP # 7380-22**

September 29, 2022

The attached addendum supersedes the original Information and Specifications regarding RFP # 7380-22 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: Who will be considered the project sponsor/ leader?

**ANSWER: Personnel Coordinator
Director of Administration and Finance**

2. Question: Does the County anticipate the majority of the work to be conducted on-site, remotely, or in a hybrid manner?

ANSWER: Boulder County Public Health anticipates a majority of the work being done remotely except when large focus groups or presentations may need to occur.

3. Question: Does the County have a budget allocated to this engagement?

ANSWER: Boulder County Public Health has not fully defined the budget at this time.

4. Question: Segal typically does not include travel in our fixed-fees, and instead includes actual travel expenses to be reimbursed during the invoicing process. Is the County open to this approach?

ANSWER: Yes, Boulder County Public Health is open to this consideration if the vendor includes an estimated, reasonable cost breakdown in their proposal.

5. Question: Did the County have an emergency staffing plan in place prior to the COVID-19 pandemic?

ANSWER: Boulder County Public Health had a continuity of operations plan (COOP) to ensure all system functions kept moving during any emergency. This did include a short-term objective about moving staff into positions as needed, but it did not include a long-term emergency staffing plan.

6. Question: Under the Scope and Deliverables Section, bullet point 8, you mention Pay Equity Analysis. Is this meant to address compliance with the pay equity legislation in Colorado or is there something else more specific you are looking to achieve?

ANSWER: Yes, the need is twofold. One element is to ensure compliance with the pay equity legislation in Colorado, the other is compare and contrast the pay in Boulder County Public Health and its internal pay structures, as well as compared to other County Departments and other Local Public Health Agencies of similar size/structure.

7. Question: Can you kindly advise what the budget range is for this project?

ANSWER: Boulder County Public Health has not fully defined the budget range at this time and may shift dependent on the cost matrices provided by vendors, explicit to the work they will be able to provide in conjunction with this RFP.

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 October 6, 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; identified as **RFP # 7380-22** 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**

September 29, 2022

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7380-22, Boulder County Public Health Workforce Assessment.

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 _____

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