



ADDENDUM #1
Office of the County Administrator
Boulder County Marshall Fire Small Business Grants Program (One-Time)
RFP # 7403-22

January 19, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7403-22 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: Is status as a non-profit certified CDFI a mandatory requirement?

ANSWER: Yes.

2. Question: Is the vendor required to have a physical location in Boulder County to provide the services outlined based on contract?

ANSWER: No but prior experience performing such services for government entities in Boulder County is preferred.

3. Question: Is the bonding requirement mandatory as outlined in the bonding section (2 C.F.R.& 200.326) of the solicitation document?

ANSWER: Yes.

4. Question: Do you have any caps or limits on the percentage of funds that can be used for administration?

ANSWER: There is a total spending cap for the project and responses will be competitively considered. Responses should reflect a fee proposed as flat

amount or percentage of grant pool. Expenses incurred by the selected contractor should be included in that fee proposal.

5. Question: Is there a particular software the winning bidder is expected to use?

ANSWER: No. Contractor/Vendor preferred software use should be identified in the proposal and must be capable of providing grant applications and decision responses in English and Spanish. Reports provided at closure of the program will be expected in Microsoft Word and Excel format.

6. Question: Will the Department be marketing this opportunity, or is the Contractor/Vendor expected to provide marketing and outreach to eligible participants?

ANSWER: The Contractor/Vendor is expected to provide marketing to eligible participants. The Department is prepared to collaborate in marketing and outreach supplementing Contractor/Vendor planned communications.

7. Question: Will funds be disbursed to awardees by the department or by the vendor? If by the vendor, will the funds be released in tranches for the vendor's use, or will the vendor be invoicing the department for reimbursement following disbursement?

ANSWER: The funds will be disbursed by the Contractor/Vendor. The Department plans to make one disbursement of grant funds upon close of the application window. The vendor may propose invoicing fees separately in up to two installments.

8. Question: How many businesses are impacted and what is the potential volume around applications and the potential grants?

ANSWER: This is hard to determine. The Department's early estimate is that more than 200 businesses may be eligible. Criteria will be provided which may refine the size of the eligible applicant pool.

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 January 27, 2023**.

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 # 7403-22 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**

January 19, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7403-22, Boulder County Marshall Fire Small Business Grants Program (One-Time).

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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