



**ADDENDUM #1  
Community Services  
Opioid Process Facilitation and Evaluation  
RFP # 7417-23**

February 8, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7417-23 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: What is the anticipated term for this project?

**ANSWER: An initial term of one year will be established for both areas and performance will be reviewed after 12 months to gauge performance. Given the longevity of funding (over 18 years) it has not been determined for how long each area will be funded and how funding levels may change over time. It is however anticipated that the facilitation contract will last up to three years and the evaluation up to five years, assuming satisfactory performance.**

2. Question: Can you please clarify the anticipated timeline for both the facilitation and the evaluation scopes of work?

**ANSWER: Work is to commence in both areas once a vendor(s) is chosen. See above for likely terms.**

3. Question: What is the anticipated cadence of meetings for the Boulder County Region Opioid Operations Board? Is a meeting schedule already established, or will the facilitator work with the Board to determine the schedule?

**ANSWER: Currently, the Opioid Operations Board meets monthly on a recurring date/time. Meeting frequency, and dates and times will be revisited with the selected vendor(s).**

4. Question: The RFP indicates that applicants can bid on one or both of the areas. Is it possible that a firm that applies to do both of the scopes of work may be selected to only do one of them? Or would an applicant that proposed to do both be selected or not selected on the whole of their bid?

**ANSWER: A vendor may be chosen for one, both or neither area if they choose to write for both – each area will be reviewed separately.**

5. Question: Lastly, is the \$40,000 upper budget limit for facilitation inclusive of any costs involved with Board operations, such as meeting room costs? Or does the Board have a separate operating budget?

**ANSWER: The Board has a separate operating budget and meetings are currently held via Zoom. County staff will be assisting with meeting logistics.**

6. Question: What is the expected timeframe for completion of Area 1: Process Facilitation and Planning within the scope and allowed budget?

**ANSWER: The County will work with the Contractor to develop a timeline for the completion of a strategic planning document. It is hoped that a preliminary strategic plan will be completed by September 2023 to coincide with the next funding cycle. This plan will be reviewed annually to determine needed adjustments.**

7. Question: What is the expected timeframe for the completion of Area 2: Evaluation Services within the scope and allowed budget?

**ANSWER: This work area will be ongoing as needed and contractor performance will be reviewed annually. It is anticipated that the evaluation will run for up to 5 years.**

8. Question: Are timeframes for the completion of the two Areas linked? If so, how?

**ANSWER: Timeframes are linked in the sense that the evaluation plan needs to reflect the content areas of the strategic plan. If two vendors are chosen for the separate areas, we anticipate that they will work together to coordinate these related areas.**

9. Question: Is the scope of Area 1: Process Facilitation and Planning limited to supporting meetings only of the Boulder County Region Opioid Operations Board, or does it also extend to any meetings and reporting to the Boulder County Regional Opioids Council or other entities?

**ANSWER: The primary work in Area 1 will focus on working with the Opioid Operations Board. There may be times that the vendor is asked to present to the Boulder County Region Opioid Council. The vendor, however, will not be charged with facilitating those meetings or supporting their efforts.**

10. Question: What are the expectations for reporting for Area 1: Process Facilitation and Planning?
- a. Written? In-person briefing?
  - b. Would the contractor report only to Boulder County Region Opioid Operations Board or additional entities?

**ANSWER: Area 1 will result in the development of a plan that reflects strategic priorities designed to address opioid use and impacts in the County. Presentations will be made to the Operations Board and obtaining their input and feedback on planning efforts. Presentations will be made to the Boulder County Region Council as needed.**

11. Question: What are the expectations for reporting for Area 2: Evaluation Services
- a. Written? In-person briefing?
  - b. Would the contractor report only to Boulder County Region Opioid Operations Board or additional entities?

**ANSWER: Area 2 will include development of an evaluation and plan and leading its later implementation. This plan will be developed in collaboration with the facilitation and planning vendor (if different) and the Operations Board.**

12. Question: What are the expectations for in-person versus virtual meetings and work for each Area?

**ANSWER: Currently all meetings are virtual. However, it is anticipated that some in-person meetings with the Operations Board will occur in 2023, as these are deemed helpful. It is also possible that some meetings will be held in-person with community stakeholders as part of the facilitation and planning contract.**

13. Question: Would you accept pricing based on an hourly consulting rate instead of personnel-specific costs?

**ANSWER: Yes. However, indirect rates may not be included in the consulting rate.**

14. Question: Could you provide more details about the types and frequency of facilitation that will be part of this work so that we can better estimate the staffing needed?

**ANSWER: It is anticipated that the Facilitation and Planning vendor will work with key County staff to plan Operations Board meetings. It is likely that the vendor will meet with County Staff for a virtual work meeting every two weeks. A County staff member will assist in managing Board meetings, with the vendor playing a lead role for relevant topics. These meetings are likely to occur once per month.**

15. Question: Is Boulder County expecting to make decisions about future data management systems and/or systems integration through this process?

**ANSWER: This is not currently a part of the scope. It is expected that the evaluation vendor will have some means for collecting, storing, and analyzing collected data.**

16. Question: To what extent will Boulder County facilitate access to existing data that may be used for evaluation purposes (e.g., indicator data from state/county level agencies; local survey data; etc.)?

**ANSWER: The County will serve in a supportive role to ensure that any indicators selected for the evaluation are realistic and can be collected from relevant entities.**

17. Question: Are there required/desired deliverables for each effort that will be used to meet opioid settlement fund requirements? If yes, please describe the deliverable required and associated timeline.

**ANSWER: It is expected that a strategic plan will be developed from planning and facilitation efforts that is reflective of best/evidence-based practices literature, opioid abatement research, community stakeholder input, and information provided by the Operations Board. It is expected that an evaluation plan will be developed that is reflective of the strategic plan so that the results of investments can be assessed. The evaluation plan will also require the development of periodic reports (e.g., 6-month and annual reports) to summarize findings.**

18. Question: Can you please describe the makeup of the Boulder County Region Opioid Operations Board? What organizations do they represent? How often do they meet?

**ANSWER: The Operations Board is comprised of county and municipal representatives, community non-profits and other stakeholders, and persons with lived experience. Membership of this group and the Region Council can be found at <https://bouldercounty.gov/departments/commissioners/opioids-council/>. The Board currently meets monthly.**

19. Question: Are there working groups within Boulder County beyond the Boulder County Region Opioid Operations Board that the county anticipates will play a role in this work?

**ANSWER: There are no working groups currently established to support this work. However, it is anticipated that creating work groups will be beneficial in the future given differing subject matter and expertise of Board members.**

20. Question: In the budget, is a fully loaded hourly rate acceptable in lieu of personnel, fringe, and overhead broken out?

**ANSWER: Personnel and fringe rates may be combined. However, overhead/indirect must be separated and the budgeted amount may not exceed 10%.**

21. Question: Should the budget information be submitted in a separate document from the main proposal?

**ANSWER: Applicants can upload one or multiple files as a part of their submission. It is not necessary to combine the budget with the proposal into a single document .**

22. Question: What is the desired timeline for contract execution and commencement of work in each of the areas?

**ANSWER: It is hoped that a contract will be in place no later than March 27<sup>th</sup>, 2023.**

**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 February 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](mailto:purchasing@bouldercounty.org); identified as **RFP # 7417-23** 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**

February 8, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7417-23, Opioid Process Facilitation and Evaluation.

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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