



**ADDENDUM #1
BRETSA Financial Officer
RFP # 7435-23**

April 3, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7435-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: Why is BRETSA looking for a new financial officer?

ANSWER: The current financial officer has retired.

2. Question: What is the current fee for the current financial officer?

ANSWER: \$130/hr

3. Question: What is BRETSA's budget for a financial officer?

ANSWER: TBD by the Board, pending the needs of the new Financial Officer roles and responsibilities.

4. Question: How much of the current work is performed remotely?

ANSWER: Most of the work is remote.

5. Question: What percentage of the work is the Board comfortable being conducted remotely?

ANSWER: The following require in-person work:

- Board meetings (every other month)
- Regular Bank and post office visits (this will be reduced upon virtualizing some processes)
- Occasional meetings with other staff affiliated with BRETSA

6. Question: Are all paper documents scanned and available remotely?

ANSWER: If they are not currently, this is possible.

7. Question: How often are the financial reports / status updates presented to the Board?

ANSWER: Each meeting; Ever other month.

8. Question: What are the times of the year that require the most work?

ANSWER: The end of the fiscal year through the beginning of the new year (Nov-Feb). This includes budget prep work, resolution with the state, W9s issued, filing of city sales tax and prepping for audit.

9. Question: When is the audit scheduled? Is the audit remote or in-person?

ANSWER: The audit begins in Jan/Feb with completion by July.

10. Question: When is the budget process started and completed?

ANSWER: Initial review: on or before July 1. Final approval no later than September 1. This is subject to change if the Board updates the intergovernmental agreement (IGA) that outlines this schedule.

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 10, 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 # 7435-23** 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**

April 3, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7435-23, BRETSA Financial Officer.

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 **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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