



**ADDENDUM #1
Office of the County Administrator
Procurement Disparity Study
RFP # 7468-23**

May 19, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7468-23 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.

Note: There is a revision to question 3, page 8 of RFP. Please omit the last sentence of paragraph.

The study also will include but is not limited to:

3. Analysis of Statistical Disparities, if any, of the percentage of all prime contract and subcontract revenues earned by MWDBE firms under contracts awarded by the county or local marketplace into which the county infuses its tax dollars categorized by industry and by major racial/ethnic and gender categories as defined by the federal government, for each contracting category. ~~This analysis may include disparity analysis of revenues per employee;~~

1. Question: Does the County maintain any data about subcontractors/suppliers that perform on County contracts? If so, please describe the nature of those data, including:

- For what types of contracts are those data maintained (e.g., capital, construction, engineering, prevailing wage);
- For what types of subcontractors are data maintained (e.g., all subcontractors, minority- and woman-owned subcontractors);
- What information is maintained about each subcontractor (e.g., subcontractor name, subcontract amount); and
- In what format are those data maintained.

ANSWER: No, the county does not track subcontractor data for county contracts.

2. Question: Please describe how centralized contract and payment data are for County contracts. For example, are all payment data centralized for all County contracts, regardless of what department manages the contract? Are contract and/or bid data centralized and, if so, to what extent and in what format (e.g., PDFs, electronic format).

ANSWER: No, contract and payment data are tracked by each department or office.

3. Question: Please describe any efforts or program measures the County has implemented in the past five years to encourage MWDBE participation in County contracts.

ANSWER: The county reaches out to the Minority Business Development Agency and pulls a vendor list from the Colorado Unified Certification Program database for all bidding opportunities at the formal procurement level (\$50,000 and above).

4. Question: Has the County established a schedule for the study? Are there any key milestones or events that may impact study schedule (e.g., sunset provisions, Board of County Commissioners meeting dates)?

ANSWER: We would prefer to receive a completed analysis and recommendations prior to the 2025 budget preparation cycle, which begins on June 1, 2024.

5. Question: Can the County share a budget or estimated cost for the study?

ANSWER: Because this is the first disparity study the county has requested, it is difficult to provide a precise budget estimate, but we expect it to exceed \$100,000.

6. Question: What is the budget for this study?

ANSWER: Because this is the first disparity study the county has requested, it is difficult to provide a precise budget estimate, but we expect it to exceed \$100,000.

7. Question: Does the County maintain an electronic contract or procurement database for locally and federally funded contracts? Please respond separately for each field of information:

- a. Contract/PO identification number; **Yes**
- b. Business name of subcontractor/supplier; **No**
- c. Address of subcontractor/supplier; **No**
- d. Description of services performed, or goods supplied by subcontractor; **No**
- e. Total dollar amount received by subcontractor/supplier; **No**
- f. Contract funding source (local, federal). **Yes**

ANSWER: The county does not maintain subcontractor data; we only maintain prime contractor data. We may have a small amount of subcontractor data for Federal Highway Administration projects.

8. Question: Does the County collect and maintain subcontract payment data for locally funded contracts? If yes, are these data stored electronically? Please respond separately for each field of information:

- a. Subcontract/PO identification number; **No**
- b. Business name of subcontractor/supplier; **No**
- c. Address of subcontractor/supplier; **No**
- d. Description of services performed, or goods supplied by subcontractor; **No**
- e. Total dollar amount received by subcontractor/supplier. **No**

ANSWER: The county does not maintain subcontractor data for locally funded contracts, we only maintain prime contractor data.

9. Question: For the prime contract data the County maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

- Firm name. **Yes**

- Firm address, city, state, zip code. **Yes**
- Firm phone number. **Yes**
- Firm email address. **Yes**
- Firm contact person. **Yes**
- Firm owner race and gender. **No**
- Firm owner veteran status. **No**
- Prime contract number. **Yes**
- Prime contract title. **No**
- Start date of contract. **Yes**
- End date of contract. **Yes**
- Award amount. **Yes**
- Amount paid (total or to date). **Yes**
- Type of work performed. **Yes**
- Industry category code, such as NAICS or NIGP. **No**

ANSWER: This information is for all prime contract data regardless of industry.

10. Question: For the **MWBE subcontract data** the County maintains, please note whether these data include the following information for all, some, or none of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Firm owner veteran status.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

ANSWER: No for all the above. The county does not collect MWBE data.

11. Question: For the **non-MWBE subcontract data** the County maintains, please note whether these data include the following information for all, some, or none

of the contracts. Please answer separately for each industry to be included in the study; also note whether the data are available electronically or as hard copy.

- Firm name.
- Firm address, city, state, zip code.
- Firm phone number.
- Firm email address.
- Firm contact person.
- Firm owner race and gender.
- Firm owner veteran status.
- Prime contract number.
- Prime contract title.
- Start date of contract.
- End date of contract.
- Award amount.
- Amount paid (total or to date).
- Type of work performed.
- Industry category code, such as NAICS or NIGP.

ANSWER: Please see the answer to question 9.

12. Question: What brought about this study?

ANSWER: As referenced in the introduction of the RFP document, Boulder County policy states that all purchases and commitments to purchase from budgeted funds shall be made in compliance with the Local Government Budget Law of Colorado. Racial equity also is one of the county's strategic priorities and our policy states that the county has a moral responsibility to interrupt institutional racism that manifests through racist laws, policies, practices and behaviors. Local procurement reform offers a powerful opportunity to spend wisely and deliver the best service possible, spur economic development in underserved communities, and address longstanding systematic inequities that locked MWDBEs out of opportunities. The county intends to provide the maximum practicable opportunity for increased participation by MWDBEs and to ensure that county contracting and procurement practices do not support discrimination in employment and services when the county procures public works, goods, and services from the private sector.

13. Question: What is the requested timeline to complete this study?

ANSWER: We would prefer to receive a completed analysis and recommendations prior to the 2025 budget preparation cycle, which begins on June 1, 2024.

14. Question: What is the M/WBE / SBE / DBE goal for the project?

ANSWER: Boulder County seeks to remedy any historic disparity discovered by the study. The county has not established any specific MWBE goals prior to knowing the outcome of the study.

15. Question: What is the timeline to complete the study?

ANSWER: We would prefer to receive a completed analysis and recommendations prior to the 2025 budget preparation cycle, which begins on June 1, 2024.

16. Question: What are the goals for this study?

ANSWER: Please see the specifications section of the RFP for details on what Boulder County expects to receive from this scope of work.

17. Question: What is the amount budgeted for the study?

ANSWER: Because this is the first disparity study the county has requested, it is difficult to provide a precise budget estimate, but we expect it to exceed \$100,000.

18. Question: Is there a page limit?

ANSWER: No

19. Question: When does the County anticipate awarding the contract?

ANSWER: Before June 30, 2023

20. Question: What is the budget for the Study?

ANSWER: Because this is the first disparity study the county has requested, it is difficult to provide a precise budget estimate, but we expect it to exceed \$100,000.

21. Question: Does the County maintain bid tabulations, vendor data, payments, awards, and subcontractors (for both MWBEs and non-MWBEs)? What is the format of this data?

ANSWER: The county maintains bid tabulations and awards for procurements at the formal level (\$50,000 and above). We do not track subcontractor data. We do not track MWBE status of vendors.

22. Question: What is the County's fiscal year?

ANSWER: January 1-December 31

23. Question: What departments are included in the disparity study? Any airport, libraries or museums?

ANSWER: Boulder County [departments and offices](#) are:

- Assessor's Office
- Clerk & Recorder's Office
- Commissioners' Office
- Community Planning & Permitting
- Community Services
- Coroner's Office
- County Attorney's Office
- District Attorney's Office
- Housing & Human Services
- Human Resources
- Office of the County Administrator
- Office of Financial Management
- Office of Sustainability, Climate Action & Resilience
- Parks & Open Space
- Public Health
- Public Works
- Sheriff's Office
- Surveyor
- Treasurer's Office and Public Trustee

Boulder County does not operate airports or libraries. Through the Parks and Open Space Department, the county operates four small historical [museums](#).

24. Question: If an airport is included is this study only of non-federally funded contracts? If not, please explain the extent of the study of federal funded contracts.

ANSWER: No airport is included in this study.

25. Question: Is your procurement process centralized or decentralized? In other words, will we need to get payment, award, vendor, subcontractor, or bid tabulation data from one source or will we have to go to various sources to collect them?

ANSWER: Decentralized. There will be various sources for this data.

26. Question: #1 on Page 8, Are you requesting an analysis of workforce in addition to a disparity study of businesses?

ANSWER: Our understanding is that a workforce analysis is a required component of a disparity study.

27. Question: #3 on Page 8 – Please clarify what is expected related to estimating revenue per employee?

ANSWER: Thank you for this question. We will remove the last sentence from Question #3 in the specifications in order to clarify our expectations.

28. Question: Do you want a DBE analysis separate from the MWBE analysis?

ANSWER: Combined is acceptable, and we would welcome your recommendation on the best way to present the analysis.

29. Question: For the Cover and Executive Summary mentioned on page 12, does that section include a cover letter and executive summary, in addition to the other questions listed?

ANSWER: Yes. For the awarded firm, this information will be used to introduce the firm to county staff and others who are requested to provide information to complete the study.

30. Question: On Page 12, the county asks the proposer to “describe the firm’s stated policies...” Please clarify what is meant by this.

ANSWER: Please provide your firm’s policy related to racial equity. If none exists, please say so in your response.

31. Question: Does the insurance certificate need to be included in the proposal?

ANSWER: Yes.

32. Question: Is there a MWBE goal?

ANSWER: Boulder County seeks to remedy any historic disparity discovered by the study. The county has not established any specific MWBE goals prior to knowing the outcome of the study.

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 May 31, 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 # 7468-23** 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**

May 19, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7468-23, Procurement Disparity Study.

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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