



ADDENDUM #1
Community Services
Opioid Process Facilitation and Evaluation
RFP # 7495-23

August 8, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7495-23 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.gov.

1. Question: What are the anticipated project start and end dates?

ANSWER: It is anticipated that the contract will start on or around September 1st, 2023 and run for 12 months.

2. Question: Should we indicate in our proposal that we previously submitted a response to RFP #7417-23?

ANSWER: No, this will not be taken into consideration.

3. Question: The RFP indicates that bidders should provide a one-year budget and separate budgets for each area (i.e., two separate budgets if you are applying for both areas). Will the scope of work take place over a full year, and will the contract(s) award be for a full year?

ANSWER: Yes, the scope and contract will be for one full year.

4. Question: What are the anticipated start and end dates of the contract?

ANSWER: Please see response to Question 1.

5. Question: Can the County confirm that there are no material differences between this RFP (#7495-23) and the prior RFP (#7417-23), aside from timeline/due dates?

a. Can we assume that the answers to all questions submitted for the prior RFP would remain the same?

Answer: YES- There are no changes from the original RFP Language.

b. Can we assume that the evaluation criteria to be applied to offerors' proposals remains the same? If not, please describe any changes.

ANSWER: YES- The evaluation criteria are the same as in the prior RFP.

6. Question: Does the County intend to conduct all meetings of Boulder County Region Opioid Operations Board in compliance with open meetings provisions?

ANSWER: This question combines references two separate groups. The Boulder County Region Opioid Council follows open meeting rules. The Opioid Operations Group is an advisory body that lends subject matter expertise to funding recommendations and is not required to follow open meetings provisions.

7. Question: Is there a current Operations Board? If so, who is involved? Are there various tiers of involvement (e.g. "voting" and "non-voting" members)? If so, what are the various roles and responsibilities of each tier?

ANSWER: There is an Opioid Operations Board. This group is comprised of professionals, subject matter experts, and community members with life experience of addiction and recovery. This group does not have decision making authority however they may vote to determine what is advanced to the Boulder County Region Opioid Council. All members of the Operations Board have an equal voice – there are no tiers. Please see information at:

<https://bouldercounty.gov/departments/commissioners/opioids-council/#167752652104-c6dd97c5-da3a>

8. Question: Does the County desire a strategic plan, "direction on the development of a strategic plan", or a spending plan for Opioid Settlement funds?

ANSWER: The County desires a Strategic Plan that provides direction to how settlement dollars should be spent over the short and long-term.

9. Question: Does the County intend the facilitation process to result in a spending plan for the near term that will include nearly 100% of the available funding?

ANSWER: The amount of spending for any given period will be determined through the facilitation process. The State provides flexibility on spending in any given period.

10. Question: Does the County intend to conduct an open procurement process for the recommended services or will this plan result in primarily sole-source contracts?

ANSWER: This is an open procurement process.

11. Question: We hope that all meetings relevant to this process will be held in unison, meaning that there will not be separate advisory boards for certain subgroups. If the County intends for there to be several subgroups,
- a. How will those subgroups' input be taken into the larger boards' proceedings?

ANSWER: Currently, there are no subgroups or committees. However, it may be advantageous to form ad hoc committees for specific purposes (e.g., an evaluation committee or a marketing committee) which may require the contractor's engagement. Such decisions will be made collaboratively with the contracted entity. There is also an expectation that the at times, the contractor will hold convenings with the broader community to explore alignment with proposed strategies.

- b. Will the contractor work with the subgroups as well or just the greater board?

ANSWER: See above.

12. Question: The RFP states that the evaluation work will be to, "(d)velop and implement a long-term evaluation plan to measure the effectiveness of investments designed to impact opioid issue across the county." The RFP requires one-year line-item budgets for both facilitation and evaluation proposals. There is no additional information on the required or desired scope of evaluation services.
- a. What is the expected period for duration of the "long-term evaluation plan", e.g. 1-year, 3-years, 5-years?

ANSWER: The evaluation design and measurement will be developed in response to strategic plan focus areas and strategies. It is likely that work in the first year will include design specification with some data collection, as appropriate. While not guaranteed, the intention is to engage a contractor over multiple years to conduct a longer-term process and summative evaluation.

- b. Is the vendor expected to provide implementation of the evaluation plan only within the one-year period, or for the “long-term”?

ANSWER: See response above.

- c. What is the scope, number, or list of the “investments designed to impact opioid issue across the county” including implementing agencies and organizations?

ANSWER: Please see information at:

<https://bouldercounty.gov/departments/commissioners/opioids-council/#1677526552104-c6dd97c5-da3a>

- d. Aside from Boulder County Community Services Department, who are the specific “program staff and/or agency partners in this area” that are implementing investments designed to impact opioid issues across the county?

ANSWER: Please see information at:

<https://bouldercounty.gov/departments/commissioners/opioids-council/#1677526552104-c6dd97c5-da3a>

- e. Within the \$70,000 evaluation budget limit, are there evaluation approaches that are desired or prioritized, such as primary data collection, focus groups, stakeholder surveys, etc.?

ANSWER: The evaluation design will be co-developed with the participation of County staff, the Operations Board, and the contractor. It is likely that the evaluation will be mixed method to include both primary and secondary data collection that is focused on measuring the effects of invested settlement dollars.

13. Question: How does this RFP differ from the prior RFP (#7417-23), if at all?

ANSWER: See response to question 5.

14. Question: It appears that this RFP was awarded to a vendor earlier this year and is now being re-released. Why is this RFP being rebid now? Has the facilitation or evaluation planning already started?

ANSWER: We understand your question to be in reference to RFP # 7417-23, which was not awarded. Boulder County reserves the right to re-post RFPs in the

best interest of Boulder County. All proposals submitted for the current RFP # 7495-23, will be reviewed in accordance with the evaluation criteria.

15. Question: What is the anticipated start date for the evaluation services?

ANSWER: See response to question 1.

16. Question: When do you expect the strategic plan to be finalized?

ANSWER: We anticipate that a preliminary strategic plan will be developed in year 1. We expect, however, that the plan will be modified over time (over years) in ways that adjust to emerging needs, evaluation results and resource availability.

17. Question: Do you anticipate any evaluation implementation to take place in year 1 (i.e., data collection, analysis, reporting), or just for the evaluation plan to be developed?

ANSWER: Evaluation efforts in year 1 will likely focus on design development, collection of relevant baseline data and primary data collection as appropriate. Specific data collection efforts will be determined in collaboration with County staff and the Operations Board.

18. Question: Do you expect any baseline data to be collected in year 1 for the evaluation?

ANSWER: See answer to Question 17 above.

19. Question: In the Purpose/Background section of the RFP (page 2), part of the scope description says, "...and 2) Develop and implement a long-term evaluation plan to measure the effectiveness of investments designed to impact opioid issue across the county."

- a. Can you clarify if the scope of vendor proposed Evaluation Services is to only create a comprehensive evaluation plan for Boulder or to create said plan and to implement the evaluation that includes data collection, analysis, findings, and recommendations?

ANSWER: The primary focus in year 1 is to develop the evaluation plan in response to proposed strategies (in the Strategic Plan), collect primary data, and collect and analyze primary data as appropriate. It is not expected that the contractor will have time in year 1 to develop and implement a full evaluation design, collect data and develop a report of findings since this work will be dependent on development of the strategic plan. The intention is to continue to

fund the evaluation over time to more comprehensively assess the effects of investments.

20. Question: Within the RFP budget section (D. Budget on page 8) it states, "Please provide a one-year line-item budget in the format of your choice..."
- a. Is this meant to suggest that the entire vendor proposed project is expected to be completed within 12 months of a contract start date? If not, what is the anticipated active work periods for each project component?

ANSWER: Please develop a budget that reflects the costs of services requested in the RFP and as deemed realistic by the contractor for a 12-month period. While it is expected that a Strategic Plan document is completed in year 1, there is not an expectation that a complete evaluation will be conducted.

21. Question: Please provide more clarity on the timing of this project. When do you anticipate it starting and ending? Please define the timeline of "long term" evaluation?

ANSWER: Please see response to Question 1.

22. Question: Has the opioid abatement council worked with a consulting firm in the past on this topic? If so, what worked well in the relationship?

ANSWER: No consulting firms have worked with this group in the past.

23. What existing data can be leveraged within the opioid abatement council? Will this be available for a new consulting team in the project?

ANSWER: The County will facilitate access to all available secondary data through its partners, including all relevant county departments, law enforcement, and data collected by other local groups working in the county on opioid related issues.

24. Question: Are there opportunities for further contracting to help implement strategic plan/interventions identified?

ANSWER: It is anticipated that the evaluation and some facilitation services will be funded over the longer term. This may be through a continuation contract with the selected contractor, assuming satisfactory performance, or through issuance of a separate RFP.

25. Question: Would any additional consideration be given to a vendor that is a minority/women-owned, small business?

ANSWER: This is not part of the scoring criteria.

26. Question: Why was this RFP re-released? Were there additional points you want vendors to consider in their responses?

ANSWER: Please see question 14.

27. Question: As a for-profit consulting company, we typically provide fully-burdened market-based hourly billing rates by labor category (for example, Principal - \$xxx/hour). We do not base our hourly billing rates on salaries and multipliers for indirect rates, which is more typical in the not-for-profit and educational arenas. Please confirm whether labor category billing rates may be used instead of the required salaries and breakdown categories specified in the RFP. If we provide our fully-burdened pricing and the fully-burdened hourly billing rate and number of hours for each consultant, would that cause our proposal to be disqualified or eliminated from consideration?

ANSWER: Proposers may submit a budget using fully-burdened billing rates. However, it will be important to consider the specification of non-personnel expense lines (e.g., travel, direct operating expenses, equipment, etc.), in order for the reviewers to assess the adequacy of the budget. Proposers should consider the best way to demonstrate the relationship between the budget and the requested services.

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 August 16, 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.gov; identified as **RFP # 7495-23** 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**

August 8, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7495-23, 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.gov 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.gov.**

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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