



**ADDENDUM #1**  
**Housing and Human Services**  
**Supplemental Nutrition Assistance Program (SNAP) Outreach**  
**RFP # 7503-23**

August 28, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7503-23 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](mailto:purchasing@bouldercounty.gov).**

1. Question: How is the target increase of 3,850 enrollments per year being measured? Specifically:
  - a. If this is an increase over a current baseline, what is that baseline?
  - b. How will an awarded organization be measured (i.e., what is the methodology for assessing success)?
  - c. Will the 3,850 increase be applied to both years? For example, will the Year 1 goal be baseline + 3,850 and Year 2 goal be baseline + 7,700? Or will the goal for both years be baseline + 3,850?

**Answer:**

- a. **If this is an increase over a current baseline, what is that baseline?**
  - i. **We are using the Case, client and issuance reports (FNS-388) Report located at [https://drive.google.com/drive/folders/115m-vTO\\_6J91UrULGIn601yqzbYaBkA](https://drive.google.com/drive/folders/115m-vTO_6J91UrULGIn601yqzbYaBkA)**
  - ii. **We will be measuring based on the caseload by county CY2023 report.**
  - iii. **As of July, 2023 Boulder County has 17,994 individuals on SNAP.**
  - iv. **Year 1: 21,844 individuals enrolled**
  - v. **Year 2 goal: 25,694 individuals enrolled**

- b. How will an awarded organization be measured (i.e., what is the methodology for assessing success)?
  - i. We will require a monthly template to be submitted by the organization indicating the number of new applications submitted and the county will conduct data matching to determine if those applications resulted in enrollments and the outcome of the eligibility determination (approved or denied).
  - ii. We will also expect narrative information about progress for the month including:
    - 1. Initial analysis of qualitative and quantitative information and data around 1) general barriers to SNAP enrollment/recertification, 2) barriers to identifying and/or connecting with all potential Eligible But Not Enrolled (EBNE), 3) disparities in access to or participation in SNAP enrollment processes and/or SNAP utilization for BIPOC communities, and 4) unique characteristics or circumstances related to Boulder County residents or communities that may contribute to lower SNAP enrollment rates compared to neighboring large counties.
- c. Will the 3,850 increase be applied to both years? For example, will the Year 1 goal be baseline + 3,850 and Year 2 goal be baseline + 7,700? Or will the goal for both years be baseline + 3,850?
  - i. Correct, after year two we will expect baseline + 7,700. See section a for goals

**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 September 8, 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](mailto:purchasing@bouldercounty.gov); identified as RFP # 7503-23 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 28, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7503-23, Supplemental Nutrition Assistance Program (SNAP) Outreach.

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](mailto: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](mailto: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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