



**ADDENDUM #1
Housing and Human Services
HHS Five-Year Strategic Plan
RFP # 7508-23**

September 27, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7508-23 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.

Please note: This RFP name has changed from HHS Racial Equity Five-Year Strategic Plan to HHS Five-Year Strategic Plan

1. Question: I am wondering if you are expecting any meetings, retreats, interviews of stakeholders, etc. to be done in person or via videoconference such as Zoom?

ANSWER: Yes, we expect the successful vendor to prioritize engaging with stakeholders, especially BCDHHS staff, as frequently as necessary in both in-person and/or virtual settings.

2. Question: Can focus groups or listening sessions with HHS staff, community partners, stakeholders, persons receiving services, or other project team meetings, be completed virtually (via Zoom, MS-Teams, etc.) as a method for seeking input about, and feedback on, the strategic plan?

ANSWER: Input sessions with stakeholders and staff may include virtual meetings. In-person engagement is encouraged but not required.

3. Question: What staffing support, such as through a local planning leadership team, from Boulder County's HHS will be assigned or made available to inform, resource, and support the strategic plan's development and implementation

during this project's anticipate window of time (October 2023-October 2024) for completion?

ANSWER: The successful vendor will be supported by a strategic planning team comprised of employee strategy champions from throughout the organization and led by the BCDHHS Deputy Director. Additionally, the BCDHHS Leadership team and Director will provide direct consultation throughout the project.

4. Question: Can resources from this project be used to provide compensation to community stakeholders/persons receiving services for participation in any focus group/listening session?

ANSWER: Yes, proposal budgets may include incentives or compensation for participation.

5. Question: Does Boulder County HHS have a human subjects' review and approval process to be followed for any community survey or focus group/listening session participation, and if so, can any additional information be provided about associated the steps to be followed for such review?

ANSWER: No, for the purposes of this contract and strategic planning there are no additional steps from a human subjects' review process.

6. Question: What implementation strategies, supports and resourcing is Boulder County HHS considering to have available, such as in October 2024, after the Racial Equity 5-year strategic plan has been developed via this project to effectively support the plan's future implementation from 2024-2029?

ANSWER: The strategic plan's implementation will be supported by the 15-member BCDHHS Leadership team and executed as appropriate in their divisions and areas. Additionally, we expect to identify several strategy champions to sustain our focus on strategic objectives.

7. Question: Should incentives for community member engagement be included in the proposed budget or are there additional resources to support?

ANSWER: Yes, proposals may include incentives for community members in the proposed budget.

8. Question: Do you anticipate need for facilitation or data collection in languages other than English? If yes, please describe.

ANSWER: Yes, facilitation and data collection in Spanish is anticipated. BCDHHS will work with the successful vendor to ensure interpretation and translation resources are available.

9. Question: Do you have an anticipated number of goals that you anticipate coming out of this process?

ANSWER: No, we do not have an anticipated number of goals for our strategic plan. We expect the successful vendor to make a recommendation for the appropriate number of goals based on the assessed capacity of the organization.

10. Question: In regards to this bullet, "Conduct thorough research and analysis and data collection to understand the current state of BCDHHS as an organization and its existing priorities in addition to how BCDHHS is understood by Boulder County's community members, community partners, and staff;" - do you anticipate that gathering information from community members will involve both qualitative (e.g. interviews, focus groups) and quantitative (e.g. survey data collection)?
- a. To what extent will BCDHHS facilitate connections to partner organizations who can support community recruitment (or support community engagement directly)?
 - b. Approximately how many community partners do you anticipate will be engaged throughout this process? Are there existing meetings with groups of community partners that can be leveraged to support this work?

ANSWER: We anticipate that effectively gathering input from our communities and stakeholders will require a mix of qualitative and quantitative data collection. BCDHHS will facilitate connections with our key partner organizations and organizations that can connect to community members.

BCDHHS partners with many organizations including approximately 30 key partner organizations. Various standing meetings include one or more of these organizations regularly.

11. Question: Can you speak more to the framework you are requesting? Do you have a specific framework in mind?

ANSWER: As part of our strategic planning, BCDHHS requests a visual framework that communicates our organizational vision and goals and how we are working to achieve them.

12. Question: Can you speak to departmental leadership buy-in and readiness to take on this work?

ANSWER: The strategic plan is a top priority for BCDHHS leadership. The successful vendor can expect direct consultation with the Department Director and will be supported by a Deputy Director liaison. In addition, we anticipate extensive input from our senior leadership team through in-person and virtual meetings.

13. Question: Will staff time be freed up to support at the beginning and throughout the process and will staff be supported to make this effort a priority?

a. In other words, is this one more thing on their busy plate or will they be given time to help.

ANSWER: Yes, engaging with strategic planning is a top priority for BCDHHS and our staff. We expect staff to be involved with this project at all levels, from guiding the work to responding to a survey, and will make appropriate arrangements to support their participation.

14. Question: Will/can there be compensation/incentives for internal staff in addition to external partners for supporting the process?

ANSWER: No, we do not expect to compensate internal staff for participating in this process as part of this contract.

15. Question: What is the desired level for in-person vs. virtual engagement? Do you anticipate the selected vendor be physically present in Boulder County for data collection, stakeholder meetings, and/or strategic planning sessions? To what extent are virtual meetings a possibility?

ANSWER: The successful vendor does not need to be physically present in Boulder County. Input sessions with stakeholders and staff may include virtual meetings. In-person engagement is encouraged but not required.

16. On page 13 of the RFP, you indicated that part of the evaluation process is a (1) clear and effective plan for working within budget...(2) clear and effective performance measurements...(3) Clear and effective plan for continuous feedback... Are the plans provided by the proposer treated as confidential? How will the intellectual property of the proposer be protected?

ANSWER: The strategic plan and supporting documentation produced as a result of this contract will belong to BCDHHS. Any proprietary plans, tools, or technology used to produce the plan would remain the confidential intellectual property of the vendor.

17. What is the availability of the staff to engage in the vision, mission, values and goal development and other aspects of developing the plan? Will the consultants have access to all data collected? Will the contractor have access to staff and data?

ANSWER: Engaging with strategic planning is a top priority for BCDHHS and our staff. We expect staff to be involved with this project at all levels, from guiding the work to responding to surveys and will make appropriate arrangements to support their participation.

18. Is professional Liability insurance required or is this boilerplate language for all RFPs?

ANSWER: Professional liability insurance is required.

19. Have you identified partner agencies, nonprofit organizations, donors who will participate in the development of mission, vision, values, and goals?

ANSWER: Yes, BCDHHS partners with many organizations including approximately 30 key partner organizations. The successful vendor will receive a list of key contacts and those contacts will be facilitated by BCDHHS Leadership.

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 October 12, 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 # 7508-23** 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**

September 27, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7508-23, HHS Five-Year Strategic Plan.

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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