



ADDENDUM #1
Housing and Human Services
Direct Cash Assistance to Families with Young Children Pilot Program: Evaluation and
Research Provider
RFP # 7511-23

September 26, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7511-23 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: Is a quasi-experimental design feasible, whereby we would both conduct evaluation efforts with eligible and selected families as well as eligible but not selected families to compare results?

ANSWER: Boulder County does not expect households not selected for the program to participate in any research or evaluation processes.

2. Question: What role do you envision the evaluation provider will play in program participant selection? We envision providing support to ensure that selected families are representative of key community indicators. Would support extend beyond this piece?

ANSWER: Boulder County has solicited a separate application and payment provider for this program. We anticipate that partner being primarily responsible for participant selection but would be open to collaboration across both partners.

3. Question: What are the exact eligibility requirements for inclusion in the program?

ANSWER: Boulder County will work with an Application and Payment Provider to finalize eligibility criteria. The established eligibility criteria for the Direct Cash Assistance to Families with Young Children program will require households to reside within Boulder County for the duration of the program, have children ages 0-3 and have a household income between 0-30% (at time of application).

4. Question: How are you recruiting applicants/marketing the program?

ANSWER: Boulder County will be developing a robust communication plan to reach eligible participants. We anticipate utilizing internal programs, external partnerships, and broad communications to alert Boulder County residents of the program.

5. Question: Are you using social supports to recruit -- such as TANF, food stamp programs, etc?

ANSWER: The Direct Cash Assistance to Families with Young Children will utilize internal programs and external partnerships to alert potentially eligible populations of the program.

6. Question: How many applicants do you anticipate may apply and meet eligibility criteria?

ANSWER: We do not have an exact anticipated number of applicants.

7. Question: Will the selected vendor have access to social supports data on all applicants if they consent to being in the study?

ANSWER: Boulder County will not be sharing information beyond what is provided by applicants regarding their eligibility and/or enrollment in social support programs.

8. Question: Will the evaluation be expected to continue after the end of 2026 (after the end of the program) to allow for collecting long term data?

ANSWER: At this time, Boulder County HHS does not anticipate evaluation of the program to extend past 2026. ARPA funding must be concluded by December 31, 2026.

9. Question: Will new applicants be selected each year (i.e., 3 cohorts) or would those who were selected in the first year be the sample for the entire study?

ANSWER: There will be one round of applicant selection for this project.

10. Question: Once an applicant is selected, would anything disqualify them from receiving the cash assistance for the 24 months? If so, what would that be?

ANSWER: We anticipate having a mid-stream reevaluation of eligibility, with the exclusionary criteria being change in Boulder County residency. Participants who no longer reside in Boulder County will not be eligible for program participation.

11. Question: In evaluating the proposals, will vendors still receive points if they have evaluated similar, but not exact programs to Guaranteed Income/Direct Cash Assistance programs?

ANSWER: Boulder County HHS will consider all relevant experience from proposals.

12. Question: Do you anticipate any collaboration or coordination with the Elevate Boulder basic guaranteed income pilot program? If so, please describe.

ANSWER: Boulder County Department of Housing and Human Services has been in connection with the administrators of the City of Boulder Basic Guaranteed Income Pilot. Like with many of our funding opportunities, we anticipate information sharing as the programs are implemented, but we do not anticipate collaborative efforts will occur between the programs because the differences in target audience.

13. Question: Given the co-occurring Elevate Boulder basic guaranteed income pilot program where only City of Boulder residents are eligible, will the County program allow Elevate Boulder program participants if their total income (including Elevate Boulder income) still falls within the County's income eligibility criteria?

ANSWER: Boulder County Department of Housing and Human Services has worked closely with the City of Boulder on the dually occurring direct cash/guaranteed income programs. Based on the eligibility criteria that has been established thus far for the Direct Cash Assistance to Families with Young Children Program, we do not anticipate there will be a significant overlap in eligible individuals/households for both programs. Boulder County will work with our Application and Payment Partner to ensure dual enrollment in both programs does not occur.

- **The Elevate Boulder Guaranteed Income Program's income criteria is for those with an annual income between 30-60% AMI**
- **The Direct Cash Assistance to Families with Young Children Program's income criteria is for those with an annual income between 0-30% AMI**

14. Question: In the "Funding Details" section of the RFP, it is mentioned that there might be extra funding for incentives. Could you please clarify if we should account for any incentives within the \$275,000 funding amount, or if we should provide an incentive estimate outside of that total budget amount.

ANSWER: Please state the cost of incentives separately, but part of the total budget and cost estimates proposed.

15. Question: Are qualitative and quantitative data collection tools desired in languages other than English? If yes, which languages?

ANSWER: Boulder County anticipates serving households in both English and Spanish, and may need to provide services in other languages such Mandarin, Cantonese and Vietnamese.

16. Question: How are "low-income families" defined for the purposes of eligibility? Other than households having young children, are there any other criteria that will be used to determine eligibility?

ANSWER: Eligibility criteria for household income will be 0-30% AMI annually. Additionally, the program will only be available to Boulder County residents.

17. Question: How will participants receive monthly payments?

ANSWER: Payment methodology will be finalized with our Application and Payment Provider. We anticipate offering several options including direct ACH and Debit Card options.

18. Question: Does the County have a logic model for the program that outlines intended or anticipated impacts?

ANSWER: Anticipated impacts of the program have been outlined on page 6 and 7 of the RFP.

19. Question: Regarding page 9, Section V Schedule: evaluation and research tasks are to take place between Fall 2023 and 2026, and project implementation with families is to occur for 24 months. Does this timeline factor in time in 2026, after the project implementation period, for final analyses and reporting?

ANSWER: Funding for this program and all costs incurred must be expended by the end of 2026, however we do anticipate that final analysis and reporting may not occur until after that date.

20. Question: Regarding page 8, Section IV Reporting Obligations: Who are the project management consultants and what role will they play throughout the study compared to the BCDHHS ARPA Project Manager?

ANSWER: Boulder County HHS will be hiring another full-time position to support this program, in addition to the ARPA Project Manager, who will help support the program and collaboration across partners.

21. Question: Is there any standard (or required) data/information that BCDHHS already collects from families they serve that would be relevant to this program?
a. If so, what types of data/information and what systems are used to collect this information?

ANSWER: At this point in time, we do not anticipate utilizing data collected outside of this program/process. With factors such as households being potentially ineligible for other programs and services, we would not anticipate having uniform data from outside programs/sources for program participants.

22. Question: Are there any county level limitations or requirements around research compensation? For example, is there a limit on the amount of the incentive?

a. Is there a requirement around the mode of incentive (e.g., gift card, cash, check)? If a gift card is used as an incentive, are there any stipulations around the type of store selected or items that can be purchased with the gift card (e.g., prohibitions on alcohol, tobacco, firearms)?

ANSWER: At this point, we have not established limitations on incentives, nor the mode of incentive delivery. We would lean on our partners to understand what methodology is most useful in programs such as this.

23. Question: Regarding page 8, Reporting item 3 “Research Partner should be available to present findings to the Boulder County Board of Commissioners and other relevant bodies, given sufficient notice to be determined.” Approximately how many presentations are expected? Are these meetings in-person, virtual, a mix? If they are a mix, approximately what proportion are in-person?

ANSWER: Boulder County anticipates there may be 3-5 meetings for which partners may be expected to provide information. The meetings may be in person and/or virtual.

24. Question: Can the proposal budget include funds for travel, if needed?

ANSWER: Yes, proposal budgets can include funding for travel, if needed.

25. Question: Does Boulder County have an IRB or a partnership with an IRB, or should the research partner use their IRB partner?

ANSWER: Research partner should use their IRB Partners.

26. Question: Is there a preference for local bidders?

ANSWER: There are not preference points allocated for location.

27. Question: Does the County anticipate requiring parents who are not selected for the program due to the randomized lottery, but who apply and are eligible, to respond to surveys?

ANSWER: No, Boulder County will not require households not selected for the program to participate in follow-up activities.

28. Question: Does the County have a case management system that will track the activities carried out for families who enroll?

ANSWER: At this time, integration with existing case management systems within Boulder County HHS has not been decided on, please specify your proposed case management approach and tracking systems available.

29. Question: Does the County have a case management system that will track the activities carried out for families who enroll?

ANSWER: See response above.

30. Question: Does the County desire to establish the pilot program as an evidence-based model?

ANSWER: Boulder County HHS is seeking to understand the outcome of direct cash assistance payments to families with young children to assess future funding in this area. The pilot does not need to be established as an evidence-based model, however we would like our evaluation partners to consider alignment with other evidenced-based practices to create an innovative evaluation practice for this program.

31. Question: Does Boulder County or this funding stream limit indirect costs?

ANSWER: Yes, the maximum allocation for indirect costs is 10%.

32. Question: Does Boulder County have any formatting requirements for this proposal, such as font, page limits, etc.? If there are page limits, are any required sections excluded from the page limits (e.g. W9, Insurance certificate, checklist, signature page, references, etc.)

ANSWER: No, there are no formatting requirements.

33. Question: Is any specific formatting or content required for the pricing information (e.g. cost per deliverable, number of hours/cost per hour, etc.)?

ANSWER: No specific formatting or context required.

34. Question: Page 7 of the RFP indicates that the research plan should be "*customized to the pilot programs' income eligibility guidelines and proposed outcomes*". Has the program already identified income eligibility guidelines? And if so, can they be shared?

ANSWER: Program eligibility will be finalized with an Application and Payment provider. Already established parameters include Boulder County households with children ages 0-3 (at time of application) and a household income of 0-30% AMI.

35. Question: Page 33 of the RFP in the sample contract terms and conditions indicates the requirement of a bid bond. Is that required for this project? Please clarify how a bid bond should be submitted.

ANSWER: No bonds are required for this RFP.

36. Question: Does Boulder County or this funding stream have any restrictions around the use of gift cards as incentives?

ANSWER: The use of gift cards as an incentive is allowable with this funding source.

37. Question: The RFP says, '*The maximum amount of funding available for an evaluation and research provider is approximately \$275,000.00. Additional funding for incentives may be available, please include cost of incentives (if utilized) in response.*' We interpret this to mean we should state the cost of incentives separately, and that the cost of the work plus the cost of incentives may exceed \$275,000. Is this a correct interpretation? If not, please clarify what additional funding is available for incentives.

ANSWER: Yes, please state the cost of incentives separately.

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 24, 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 #7511-23** 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 26, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7511-23, Direct Cash Assistance to Families with Young Children Pilot Program: Evaluation and Research Provider.

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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