



**Boulder County Purchasing  
1325 Pearl Street  
Boulder, CO 80302**

## **SUBMISSION INSTRUCTIONS**

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**Reference Number:** RFP 005-23

**Project Name:** Climate Solutions Policy Expertise to Enhance Advocacy Efforts

### **Background:**

Boulder County's Office of Sustainability, Climate Action, and Resilience (OSCAR) seeks policy and technical expertise from climate-adept organizations to inform and support local government positions on state-level policy, especially pertaining to electrification. Additionally, OSCAR would like to catalog the progressive local government policies Boulder County should consider relative to our climate goals.

Boulder County recognizes that the greenhouse gas emissions impacting our community cannot be addressed solely within our borders, so we have long engaged in state-level decarbonization policy through coalitions that represent the needs of local communities. This RFP seeks to expand our capacity by deploying technical expertise in crucial state-level policy precedents to benefit all public policy efforts. For this RFP, Boulder County primarily focuses on the two largest sectors of Boulder County's GHG emissions profile, transportation and the built environment -- especially on electrification -- where both local and state policies act. This RFP is for expertise to advise on technical solutions, policy proposals to support those solutions, and advocacy approaches to enact those proposals.

### **Instructions:**

Boulder County uses a Bonfire portal <https://bouldercounty.bonfirehub.com/> for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at <https://bouldercounty.bonfirehub.com/>. **Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.**

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

**Contact:**

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on <https://bouldercounty.bonfirehub.com/> and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

**Addendum:**

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on <https://bouldercounty.bonfirehub.com/>.

**Need Help:**

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [5 minute training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at [support@gobonfire.com](mailto:support@gobonfire.com).

**Americans with Disabilities Act (ADA):** Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.