



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-010-23

Project Name: Wildfire Partners Rebate Program

Background:

In November 2022, Boulder County residents approved a countywide sales and use tax for the purpose of funding wildfire mitigation efforts to proactively address the increasing risk of wildfires. A key programmatic area funded by the tax is to create community resiliency by expanding the Wildfire Partners program to serve residents of the east county and continuing to work with residents in the west county. Wildfire Partners, a program within Boulder County’s Community Planning & Permitting department, empowers homeowners to proactively mitigate their properties with a focus on maintaining those mitigation efforts over time. Wildfire Partners is developing a rebate program associated with a public awareness campaign to encourage Boulder County homeowners to actively participate in wildfire mitigation. Funding for these rebates will be provided by the County through the Wildfire Mitigation Sales and Use Tax. Rebate Program Overview and Goals In January 2024, Wildfire Partners will launch a public awareness campaign, “Boulder County – Wildfire Happens Here.” As part of that campaign, Wildfire Partners also will release “Calls to Action” targeting specific actions homeowners should take to mitigate and protect their properties.

Four of these “Calls to Action” will be tied to a financial rebate program to incent participation and increase visibility of the public awareness campaign. The goals of the Rebate Program are to:

1. Effectively provide rebate opportunities for wildfire mitigation actions to Boulder County homeowners.
2. Motivate homeowners to increase the pace and scale of their mitigation efforts linked to the “Calls to Action” in Wildfire Partners’ public awareness campaign.
3. Empower Boulder County homeowners to better understand, recognize, value, and maintain wildfire mitigation actions.
4. Secure the faith and trust of stakeholders and citizens that funds were used prudently and successfully.

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.

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.