



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-024-24

Project Name: Survive and Thrive: Application and Payment Provider

Background:

Boulder County Department of Housing and Human Services is seeking to contract with a business support entity for our Survive and Thrive Program.

The Survive and Thrive Program, funded via Boulder County's American Rescue Plan Act (ARPA) funding, will distribute approximately \$6.75 million dollars to organizations who have been disparately impacted the COVID-19 Pandemic: Childcare providers and Nonprofit organizations. In addition to the funding offered by BCDHHS, an additional \$400,000 will be contributed and managed by the City of Boulder from their ARPA allocation.

These funds will be distributed to Boulder County organizations who operated during 2020 and 2021, who can demonstrate their entities faced challenges due to the pandemic in the following ways:

- Decreased revenue or gross receipts
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other operating costs

The funding will be delivered in unrestricted grant form, for the purpose of mitigating financial hardship, with no restrictions on use for awarded organizations.

All other application eligibility for this program will be pre-defined by Boulder County Department of Housing and Human Services.

Boulder County Department of Housing and Human Services seeks applications from organizations who can support this program and process in the following manner:

- Application Posting, Receipt and Processing
 - Two separate applications:

- One for Childcare Providers
 - One for Nonprofit Entities
- Application in both English and Spanish
- Offer Application Assistance
 - Outside of traditional business hours in both English and Spanish (at minimum)
- Disbursement of funds to organizations selected as recipients
- Reporting

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.