



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-026-24

Project Name: Homeless Solutions for Boulder County System Evaluation

Background:

Homeless Solutions for Boulder County (HSBC), established in 2017, is an innovative approach to homelessness that involves the participation of multiple government entities including Boulder County, the Cities of Boulder and Longmont; housing authorities; nonprofits working to impact homelessness; and other external partners. Through collaborative partnerships, HSBC helps coordinate a variety of services on behalf of individuals experiencing homelessness including case management, behavioral healthcare, housing placement, outreach, landlord recruitment, and other supports to ensure successful placement in and retention of housing. The system is implemented using a Housing First approach to ensure that efforts are low barrier and housing is accessed quickly.

Efforts are coordinated by two primary governing bodies: 1) an Executive Board consisting of government officials whose organizations invest in the homeless services system and 2) a Policy Implementation Group that is comprised of government leaders responsible for ongoing administration of the larger effort. In addition, a variety of workgroups exists that are made up of various non-profit stakeholders to further support broad-based collaboration. Also, an internally managed evaluation with ongoing data collection will help to support efforts of the chosen vendor.

The Executive Board of HSBC is requesting the services of a vendor to conduct an evaluation of recent efforts. The period of the project is relatively short; the hope is to have preliminary findings in June of 2024 so that these can be used for future policy and budgeting discussions. Desired products include:

- Report of historical data findings.
- Discussion of the strengths and challenges of the service and management systems.
- Summary of practice and research literature that is most relevant to HSBC efforts.
- Recommendations on 1) services needs with approximate costs, 2) Management/infrastructure improvements.

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.