



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

## **SUBMISSION INSTRUCTIONS**

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**Reference Number:** RFP-078-24

**Project Name:** Alternative Dispute Resolution

**Background:**

Boulder County is seeking proposals to establish alternative dispute resolution using a Restorative Justice model for employees who file complaints. The purpose in seeking proposals is to address concerns raised by employees that the current process for complaints is insufficient. Claims of discrimination, harassment, and retaliation due to protected class status are assigned to a third-party investigator who performs an investigation and produces a report of findings. While this approach is effective in ensuring compliance with employment law, recent feedback from both complaining and responding employees indicates growing disappointment in the process. County leadership also has observed that investigations very often cause disruption in the workplace and strained relationships. Some participants have expressed that they lack confidence that their complaints have been appropriately addressed. These concerns have been raised by employees who self-identify as Black, Brown or Indigenous and whose complaints relate to race where the complained of conduct does not constitute legally cognizable discrimination or harassment. Our goal is to develop a dispute resolution approach that can be utilized in such circumstances that results in increased satisfaction for participants, enhances team and workplace dynamics and ultimately produces culture change that leads to fewer complaints in the future. As described in Policy 6.02, "The county strives to create an environment in which employees feel comfortable raising concerns and confident that those concerns will be addressed." Boulder County is interested in exploring Restorative Justice as a supplement to formal investigations and a tool for other workplace disputes to provide more satisfactory outcomes and build confidence among employees in the complaint resolution process. Boulder County has adopted a framework from the Government Alliance on Race and Equity (GARE) and Courageous Conversation about Race (CCAR) protocol. Since 2019, Boulder County has been a member of GARE and is in a Systemic Partnership for Transformational Racial Equity with CCAR. The framework and tools implemented to advance Racial Equity in Boulder County reflect the work with these organizational partners. An alternative dispute resolution process for Boulder County employees must be aligned directly with the work of these partners. The successful proposer will have an alternative dispute resolution toolkit and will

have demonstrated experience in Restorative Justice programs that produce positive outcomes such as healing, restored relationships, apologies and/or reparations for participants. Boulder County believes in the value of answering the fundamental Restorative Justice questions of “What harm was done?” and “How can harm be repaired?” within an employment context. This value is consistent with Boulder County’s racial equity work, as outlined in the attached Policy 1.06 Fully Inclusive, Anti-Racist & Multicultural Organization: “Everyone’s humanity in the institution and community matters. For everyone’s humanity to matter, first the organization and persons within it must recognize that historically and currently, anti-Blackness and anti-Indigeneity is causing harm. Sincere efforts must be made to identify, stop and repair the harm.

**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 Procurement 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 [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.