



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-079-24

Project Name: Insurance Broker

Background:

Although Boulder County has essentially been self-insured since 1985, the County still relies upon commercial insurance to provide protection over and above the County's self-insured retention. The County is requesting submissions from experienced and qualified insurance brokers to provide broker and consulting services. Services shall include but are not limited to marketing, placement, risk control services, and administrative services. Services will cover Boulder County and all elected offices, Boulder County Public Health, and Boulder County Housing Authority.

Currently we carry public entity liability, law enforcement liability, employment practices liability, property, flood, cyber, crime, bonds, and some other smaller policies. Our current retention level is \$500,000 for public entity liability, \$1,000,000 SIR with \$1,000,000 corridor for law enforcement liability, and \$100,000 for property. The Boulder County Housing Authority and corresponding entities will be limited to placements for directors and officers, flood and pollution liability.

The Boulder County Risk Management division is responsible for placing insurance, managing the self-insured retentions, and property/casualty claim handling. Risk Management is situated in the County Attorney's Office and works closely with in house counsel on all litigation.

Risk management has a budgeted fund and reserve dedicated to the payment of claims within our self-insured retention. The County is seeking to enter into a five-year contract with the awarded Broker as of July 1st, 2024.

For more information on Boulder County Offices, Departments and the Boulder County Housing Authority, please visit our website at www.bouldercounty.gov.

The Boulder County Comprehensive Annual Financial Report (CAFR) can be reviewed at:
<https://bouldercounty.gov/government/budget-and-finance/financial-reports/certified-annual-financial-report/>

The current operating budget can be reviewed at: <https://bouldercounty.gov/government/budget-and-finance/county-budget/> Boulder County Proclamation for Insurance Companies:
<https://bouldercounty.gov/news/boulder-county-to-screen-insurance-companies-for-investments-in-clean-energy-vs-fossil-fuels/>

Boulder County is not requesting insurance quotations and expressly prohibits prospective brokers from quoting or approaching insurance carriers at this time.

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.

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.