



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

## **SUBMISSION INSTRUCTIONS**

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**Reference Number:** RFP-088-24

**Project Name:** **Benefits Consulting**

**PURPOSE:** Boulder County (the “county”) is a caring county government that offers professional growth, an inclusive culture, comprehensive benefits, and daily opportunities to make a difference in the community. The county’s vision is to provide the best in public service to the community in accordance with its guiding values of inclusion, stewardship, service, engagement, sustainability, innovation, and resilience. We are seeking proposals for a qualified Benefits Consultant to work in collaboration with our Human Resources team to assist in the selection, negotiation, contracting, design, implementation, and administration of our extensive benefit offerings starting in January 2025. We are interested in partnering with a consultant that will guide the county through a 5-year plan for benefits consulting.

**BACKGROUND:** The county has approximately 2,285 benefit-eligible full and part time employees, and anywhere from 250 to 500 hourly employees depending on the time of year. The county is made up of 21 different departments to serve the needs of our community.

The county utilizes a Benefits Advisory Board (BAB) made up of 18 county employees, representing nearly all of our departments, to help make benefits recommendations. The BAB meets virtually on the third Wednesday of each month from 9-11 a.m. from March-August. Meetings are led by our benefits consultants. Each month they review the budget compared to actual claims, present options for consideration (enhancing benefits, modifying premiums, discussing impacts of recent legislation, etc.), and then the BAB has open discussion (including utilizing a Racial Equity Impact Assessment Tool) before voting on recommendations. It is the BAB members’ job to share the monthly meeting info with their respective departments and bring feedback to the next BAB meeting.

In August, the benefits consultant presents all of the BAB’s final recommendations to the Board of County Commissioners (BOCC) in a public hearing known as the Benefits Workshop. The BOCC greatly values the recommendations from the BAB because it comes directly from our employees.

The BOCC weighs this information carefully with the budget, and ultimately, they are responsible for making the final decisions for the next year's benefits package and premiums.

**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.