



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

SUBMISSION INSTRUCTIONS

Reference Number:101-24

Project Name: IWLC Indigenous Education and Speaker Series

Background:

The Boulder County Parks & Open Space (BCPOS) Indigenous Ways & Land Commitment Team (IWLC) has developed a BCPOS Land Commitment (See Attachment A) informed by what we understand to share three commonly held Indigenous Principles; 1. Natural Reason, the Collective, and Futures (See Attachment B). 2. The Land Commitment (LC) will bolster and guide BCPOS decisions about the land we steward. a. This effort is intended to be internal work that will assist staff in future external engagement with Indigenous community members in different aspects of County work. The Land Commitment includes a departmental commitment to staff education and the incorporation of these three Indigenous Principles in our work. Providing resources for staff is critical to the success of this effort. We are seeking to contract with an Education Coordinator (“The Coordinator”), and Presenters (as subcontractors of The Coordinator), to help staff learn and incorporate these concepts into goals and work plans. 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.

Instructions:

Boulder County uses a [Boulder County Bonfire portal](#) 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 [Boulder County Bonfire portal](#).

Important: 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 [Boulder County Bonfire portal](#) 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 [Boulder County Bonfire portal](#).

Need Help:

To assist with registration and submission of responses, [watch this 5 minute training video on how to get started with Bonfire](#). 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): If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator at ADA@bouldercounty.gov, or call 303-441-1386 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.