



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

## **SUBMISSION INSTRUCTIONS**

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**Reference Number: RFP-139-25**

**Project Name: Third Party Administrator (TPA) for Workers' Compensation Claims**

### **Background:**

Boulder County was self-insured from the 1980's through 2020, when the County made the decision to become fully insured for Workers' Compensation. As a part of this administrative change, a Safety Specialist was added to our workplace injury program. This role is primary to safety, in addition to being a liaison to all parties. Boulder County is currently insured by Pinnacle Assurance for new and existing claims.

Boulder County now has a desire to secure self-insurance licensing once again. Self-Insurance will support our desire to bolster a more collaborative team to include a Third-Party Administrator. Boulder County's workplace injury program is set up for success and we continue to strive to support our employees with quality medical care, consistent communication, and claims decisions that contribute to optimal outcomes for all. Customer service and a high level of communication for our employees is a priority and has contributed our litigation rate being less than 3%.

Our organizational structure is comprised of 21 Offices and Departments. The Risk Management Division situated in the County Attorney's Office. Services will cover Boulder County and all elected offices, Boulder County Public Health, and Boulder County Housing Authority. Staff counts are approximately 3,000 which include full time, hourly, and part time staff. Approximately 500 Seasonal employees are hired, the majority being Parks & Open Space and work from approximately May – October each year. During presidential election years we average 1,000 seasonals, on primary years it is closer to 500 for Elections. Workplace injury risks range from administrative to law enforcement. Claims frequency is primary to the Sheriff's Office, Parks & Open Space, and Public Works. Boulder County has a couple of union groups as well.

Boulder County provides Job Injury Leave continuing wages for 90 calendar days following the date of injury. When an employee cannot return to normal job duties after 90 days, payments will transfer to the statutory workers' compensation benefit structure. This covers the administration

of all new Workers' Compensation claims from the date Boulder County's self-insured permit is approved and the excess policy effective date. Boulder County does not have pre-existing claims that would require ongoing administration. All prior self-insured claims have been resolved at the State of Colorado Division level. Risk Management utilize Origami as its Risk Information Management System and would want to maximize it for any data integrations or transfers.

Boulder County is open to creative solutions, including options for improving communication and resolving issues, particularly those to support injured employees and to mitigate litigation. Of particular concern is a high level of communication and team approach as claims are evaluated and plans of action change.

**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, 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).

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