



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

SUBMISSION INSTRUCTIONS

Reference Number: RFP-187-25

Project Name: Yardi Consultant for Boulder County Housing Authority

Background:

Boulder County Housing Authority (BCHA) is transitioning from its current property management and housing software system (HMS/HAB) to Yardi Voyager. This transition is a critical modernization effort aimed at streamlining operations, enhancing reporting accuracy, and improving efficiency across a complex and highly regulated housing portfolio. BCHA is a Moving to Work (MTW) public housing authority that owns and/or operates approximately 1,200 affordable housing units and administers roughly 950 Housing Choice Vouchers (HCVs). Our portfolio includes a wide range of funding and compliance layers, including Low-Income Housing Tax Credit (LIHTC), HOME, USDA Rural Development (RD), Rental Assistance Demonstration (RAD), and Project-Based Vouchers (PBVs), among others.

Due to the size and complexity of our portfolio, we are seeking an experienced third-party implementation consultant to support the successful planning, data migration, module configuration, staff training, and go-live support associated with this transition. The selected consultant must demonstrate deep familiarity with Yardi Voyager implementation and configuration, especially in public housing authority contexts with layered compliance and reporting requirements.

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.

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