



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

SUBMISSION INSTRUCTIONS

Reference Number: 203-25

Project Name: Appeals Hearing Officers

Background:

Boulder County seeks qualified attorneys and individuals with professional legal or employment background or experience interested in serving as contract hearing officers for employee appeal hearings under the Boulder County Personnel and Policy Manual. Through this Solicitation of Qualifications (“SOQ”) the county will create a pool of qualified independent hearing officers who are asked to be available on a per-hearing, as-needed basis pursuant to Section 6.88 of the Boulder County Personnel and Policy Manual (Attachment A). Successful respondents will be awarded an initial 1-year contract with the option to renew each year for up to 4 additional years. Renewal is subject to the county’s discretion. The county aims to maintain a minimum of 3 hearing officers in the pool. The county does not currently experience a high volume of employee appeal hearings, and the actual number of hearings anticipated to contract for services from the pool is not known. Award under this solicitation does not guarantee work.

Instructions:

Boulder County uses a [Boulder County Euna \(formerly Bonfire\) 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 Euna \(formerly Bonfire\) 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 Euna \(formerly Bonfire\) 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 Euna (formerly Bonfire) portal.

All vendor submissions may be amended, but only before the Close Date on [Boulder County Euna \(formerly Bonfire\) portal](#).

Need Help:

To assist with registration and submission of responses, learn how to get started with Euna (formerly Bonfire), watch this [training video](#). For questions or support when using the platform, [access the Euna \(formerly Bonfire\) online knowledge base](#), search the FAQ or contact the Euna (formerly Bonfire) support team at support@goBonfire.com.

Americans with Disabilities Act (ADA): Boulder County aims to ensure all digital content and documents are accessible. While efforts have been made to maximize accessibility, some types of content have inherent technical limitations. For alternate formats or accommodations, please submit an [ADA Web Accommodation Request Form](#) or email ADA@bouldercounty.gov, or call 303-441-1386. [View the county's accessibility statement](#).