



Submittal Instructions – RFQ-256-26

Project Name: Group Life and Disability Insurance Request for Qualifications

Project Background:

The purpose of the RFQ is to allow interested bidders to submit their request to participate in a formal RFP. Bidders who respond to this RFQ by the RFQ due date will be evaluated by the county and their broker to confirm if they are valid Life and Disability insurance carriers. Bidders who are confirmed to be valid carriers will then be invited to participate in a formal RFP. Only the bidders selected to participate in the formal RFP will receive the documents and information necessary to submit a proposal (such as census data, experience reports, eligibility and plan information, etc.). The documents will be provided via secure means only to the approved bidders. The RFP is being conducted this year according to the county's procurement schedule, which requires these lines of coverage to be marketed at least every 5 years.



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 the [Boulder County Euna \(formerly Bonfire\) portal](#) and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** features.

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 the [Boulder County Euna \(formerly Bonfire\) portal](#).

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

Support

To assist with registration and submission of responses, learn how to get started with Euna (formerly Bonfire), consult the [Vendor Registration support article](#).

For questions or support when using the platform, [access the Euna \(formerly Bonfire\) online knowledge base](#) or contact their support team by filling out the [Euna "Contact Support" Form](#).

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, you can:

- Submit an [ADA Web Accommodation Request Form](#),
- Email ADA@bouldercounty.gov,
- Contact our ADA Coordinator by calling **303-441-1386**.

View the [county's accessibility statement](#).