



Submittal Instructions – RFP-272-26

Project Name: Incentives Processor

Project Background:

Boulder County (the County) offers incentives for energy efficiency, building electrification, and other sustainability initiatives. The County is seeking an incentive processing firm (the Vendor) to manage \$100,000 to \$10,000,000 in annual incentive funding including reviewing, processing, and issuing incentive payment for approximately 100-5,000 clients annually.



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](#).