

## Responses to Health District of Northern Larimer County Special District Election Consultant Questions

December 2024

1. What are the estimated funds that are estimated to be allocated for this contract?
  - The budget for this contract will not be provided. Bidders should propose the expected cost for their services.
2. What would be the number of awards you intend to give (approximate number)?
  - This solicitation is expected to result in a single award.
3. What is the tentative start date of this engagement?
  - The start date is as soon as possible, to prepare for the May 2025 election.
4. What is the work location of the proposed candidates?
  - Some remote work is acceptable; however, onsite presence will be required for election activities at various locations in Fort Collins, CO.
5. How many positions were used in the previous contract (approximate)?
  - This is a new contract for the Health District. Previously, these duties were managed by one in-house position with support from administrative staff.
6. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?
  - This is a new contract with no incumbent.
7. How many positions will be required per year or throughout the contract term?
  - The bidder should propose the personnel necessary to complete the scope of work.
8. Could you please share the previous spending on this contract, if any?
  - This is a new contract for the Health District.
9. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?
  - There are no mandatory subcontracting requirements; however, services such as printing and ballot box management may involve subcontracting.
10. Can we provide hourly rate ranges in the price proposal?
  - No, please provide specific hourly rates.
11. Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
  - While resumes are not explicitly required, proposals must include:

- A description of the firm (if applicable).
- Identification of the individual(s) assigned to serve as Designated Election Official (DEO).
- An outline of qualifications and professional credentials relevant to the stated requirements.
- A detailed scope of services demonstrating an understanding of the Health District's needs.

12. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

- Some remote work is acceptable; however, onsite presence will be required for election activities at various locations in Fort Collins, CO.

13. If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?

- Please propose resources that will be used to complete the scope of work.

14. Could you please provide the list of holidays? Are there any mandated Paid Time Off, Vacation, etc.?

- This contract does not include paid time off or vacation benefits. Applicable holidays when the Health District will be closed are:
  - December 25, 2024 (Christmas)
  - January 1, 2025 (New Year's Day)
  - January 20, 2025 (Martin Luther King Jr. Day)
  - February 17, 2025 (Presidents' Day)
  - May 26, 2025 (Memorial Day)
  - July 4, 2025 (Independence Day)