



**BOULDER VALLEY
SCHOOL DISTRICT**

BOULDER VALLEY SCHOOL DISTRICT RE-2

REQUEST FOR PROPOSALS NO. 27-08

Employee Dental Administrative Services
October 2, 2026

TO BE CONSIDERED, RESPONSES MUST BE SENT VIA EMAIL TO
leisa.ramirez@hubinternational.com AND stephanie.glockzin@bvsd.org

AT OR BEFORE 5:00 PM (MT) ON OCTOBER 30, 2026.

LATE PROPOSALS WILL NOT BE ACCEPTED.

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GLOSSARY

Many abbreviations and acronyms are used throughout this document. The following glossary is presented in order to offer a quick reference for the reader who may not be familiar with all of these terms.

<u>Term</u>	<u>Meaning</u>
Contract	A written agreement entered into by the District and the successful vendor for performance of the services set forth in this RFP.
Contractor	See successful vendor
District or district	Boulder Valley School District RE-2 (BVSD)
Proposal	A written offer to provide services in accordance with the requirements, terms and conditions of the Request for Proposal. Any exceptions to the District's requirements, terms and conditions shall be clearly stated by the vendor in its proposal.
RFP	Request for Proposal, a formal vendor selection process
Successful vendor	The individual, company, corporation or firm to whom the contract is awarded.
Vendor	The individual, company, corporation, or firm to whom the contract is awarded. Until the contract is awarded, the term "vendor" shall be understood to mean the individual, company, corporation or firm formally submitting a response to this Request for Proposals.
Work or Services	Service to be performed. The project, job, and / or activity that is relative to the scope of this RFP

Section 1 – Introduction

District Information

The Boulder Valley School District (District) is a public school district organized in accordance with Colorado law to provide public education to the residents of Boulder County. The District covers a geographic area of approximately 500 square miles and serves the communities of Boulder, Broomfield, Erie, Eldorado Springs, Gold Hill, Jamestown, Lafayette, Louisville, Marshall, Nederland, Superior and Ward. The District consists of 56 schools serving an enrollment of approximately 27,000 students. District students consistently place in the top percentiles in state and national academic achievement measures. The area itself is regularly listed as one of the best places to live in the country.

Purpose

Boulder Valley School District RE-2 (“District”) is seeking proposals from vendors to provide dental administrative services, including access to network provider discounts, for dental insurance benefits for its employees and their dependents beginning on July 1, 2027. Additional information is in Section 3 – Scope of Services.

Award

The successful vendor will be awarded a contract to provide the services as described in this RFP for a period of one year (subject to annual appropriations as provided in the Contract), with potential option(s) to renew for up to five additional one-year periods, at the District’s sole discretion.

BVSD is an equal opportunity employer. Businesses owned and operated by minorities or women are encouraged to submit bids. Vendors to whom a contract is awarded shall not discriminate on the basis of race, ethnicity, national origin, gender, sexual orientation, age, religion or disability.

Section 2 – Communication and Timeline

RFP Contacts

Please direct all communications regarding this RFP in writing to Leisa Ramirez and Stephanie Glockzin.

Leisa Ramirez and Stephanie Glockzin are to be the sole points of contact for communication concerning this RFP.

Email: leisa.ramirez@hubinternational.com and stephanie.glockzin@bvsd.org

Note: As email delivery issues can occur from time to time, the District strongly recommends that vendors submitting inquiries request confirmation of receipt.

Communication

- All communication is limited to the RFP Contacts unless a delegation naming an additional contact has been provided in writing.
- Activities, communication, and contact after the RFP has been issued may be considered consulting activities and could disqualify you from submitting a proposal for that project.
- If contacted directly by any district staff or consultants you should direct them to the RFP Contacts to make the inquiry on their behalf.
- Telephonic or in-person inquiries shall not be accepted.
- This RFP may be modified only in writing and signed by the District Procurement Director or designee.

RFP Schedule of Activities and Timeline

See the file “BVSD RFP 27-08 Dental ASO” included with this RFP.

Section 3 – Scope of Services

See the file “BVSD RFP 27-08 Dental ASO” included with this RFP.

Section 4 – Response Requirements

The purpose of this section is to specify a format for responses to the RFP, to provide a guide for vendors to assure all required information is provided, and to facilitate review of proposals.

Proposals are due on or before the due date and time
Late submissions will not be accepted

IMPORTANT - Your ability to follow submission requirements will be considered in whether or not your proposals will be accepted for this RFP and what is evaluated.

Submission Instructions

Responses must be sent via email to leisa.ramirez@hubinternational.com and stephanie.glockzin@bvsd.org.

Please label subject line of the email “BVSD RFP 27-08 Response - (insert vendor name)”

Submissions made in any other way will not be accepted.

Note: As email delivery issues can occur from time to time, the District strongly recommends that vendors request confirmation of receipt.

See the file “BVSD RFP 27-08 Dental ASO” included with this RFP for additional submission instructions.

Section 5 – Evaluation of Proposals

The District's Evaluation Committee will judge the merit of proposals received in accordance with the criteria described below:

Phase 1: Written Proposals

See the file "BVSD RFP 27-08 Dental ASO" included with this RFP for evaluation criteria.

Phase 2: Interviews (if needed)

- Feedback and recommendations from District interview teams
- Note: Final awards will be based on the interviews and any additional information requested.

Section 6 – RFP Terms and Conditions

A. Invitation to Submit Proposals

The District invites vendors who have an interest to submit a proposal in accordance with terms of this RFP.

B. Purpose

This RFP provides prospective vendors with sufficient information to enable them to prepare and submit proposals for consideration by the District to satisfy the need for expert assistance in the completion of the goals of this RFP.

C. Scope

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein, the mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

D. Inquiries

Vendors may make written inquiries concerning this RFP to obtain clarification of requirements. Inquiries made in person, by email, or by telephone will not be accepted. Inquiries shall not be accepted after the date and time indicated in the Schedule of Activities and Timeline.

E. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the vendor prior to the Proposal Submission Deadline set forth in the above Schedule of Activities and Timeline.

F. Proposal Submission

Proposals shall be received before the proposal submission deadline as indicated in the above Schedule of Activities and Timeline. Late proposals will not be accepted. It is the responsibility of the vendor to ensure that the proposal is received by the District before the proposal submission deadline date and time. Proposals will be time-stamped upon receipt. The Signature Page must be dated and signed by a person who is legally authorized to bind the vendor to the proposal, with that person's name and title clearly identified on the Signature Page. The format of the Signature Page is provided at the end of this document (Attachment A). Vendors shall submit the proposal and any attachments electronically as instructed in Section 4. Proposals that are determined to be at a variance with this requirement may not be accepted.

G. Addendum or Supplement to RFP

In the event that it becomes necessary to revise any part of this RFP, a modification notice will be issued by the District in [BidNet](#).

H. Objections to RFP Terms; Notice to District of RFP Errors

If a vendor objects on any ground to any provision or legal requirement set forth in this RFP, such vendor shall, not more than seven (7) calendar days after the RFP is issued, provide written notice to the Solicitation Contact(s) setting forth with specificity the grounds for the objection. Any failure to object in the manner set forth in this section shall constitute a complete and irrevocable waiver of any such objection. This requirement excludes

proposed modifications to a District contract or agreement if the process for proposing modifications is addressed elsewhere within this RFP.

Each vendor is responsible for reviewing all portions of this RFP and shall promptly notify the District Representative in writing if the vendor discovers any ambiguity, discrepancy, omission, or other error in this RFP (an "Error Notification"). Any Error Notification should be delivered via mail, facsimile or email promptly after discovery, but in no event later than the Deadline for Written Inquiries as set forth in this RFP.

I. Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of the vendor shall indicate acknowledgment of this condition. Signature shall be that of a person legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the vendor of all terms and conditions including compensation, as set forth herein. A vendor shall identify clearly and thoroughly any variation between its proposal and the District's RFP requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP. Vendors, please note: if you do offer suggested modifications, the decision to reject, accept or further negotiate requested changes will be at the District's sole discretion.

J. Confidential/Proprietary Information

Any proposed restrictions for the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself.

- Step 1. Written requests for confidentiality shall be submitted by the vendor with its proposal. The vendor must provide a justification and state specifically what elements of the proposal are to be considered confidential/proprietary.
- Step 2. Confidential/proprietary information must be readily identified, marked, and packaged separately from the rest of the proposal. Upload one (1) document of the confidential/proprietary information as a separate document is recommended. Commingling of confidential and/or proprietary information with other information is NOT acceptable.
- Step 3. The District Representative will make a determination as to the apparent validity of any written request for confidentiality. Neither a proposal in its entirety, nor proposal price information will be considered confidential and proprietary. Any information that will be included in a resulting contract cannot be considered confidential.

K. Proposal Prices

Estimated proposal prices are not acceptable. Proposal prices will be considered a vendor's best and final offer, unless otherwise stated in the RFP. All of the proposal contents and fees must be guaranteed for ten (10) months from the proposal date. The proposal price will be considered in determining the apparent successful vendor.

L. Selection of Proposal

As described within the RFP, an Evaluation Committee will review and score offers submitted and make a recommendation for award. This selection will be for award to the responsible vendor(s) whose proposal is determined to be most advantageous to the District, in the District's sole discretion.

M. Award of Contract(s)

The award(s) will be made to the responsible vendor whose proposal, conforming to the RFP, will be the most advantageous to the District, price and other factors considered. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the District may elect to cancel the award and make the award to the next most responsible vendor.

N. Multiple Awards

The District reserves the right to award this RFP in part, to multiple vendors, if so determined by the District to be in the best interests of the District.

O. Standard Contract

A standard District template is included as an attachment to this solicitation (see Draft Contract Addendum, attached separately).

If a vendor has any suggested modifications to the contract, the vendor must include and CLEARLY INDICATE such modifications in its response to the RFP. Vendors please note, if you do offer suggested modifications, the decision

to reject, accept, or further negotiate requested changes will be at the District's discretion. IF YOUR FIRM NORMALLY SEEKS COUNSEL ON CONTRACT TERMS, PLEASE DO SO BEFORE SUBMITTING A RESPONSE TO THIS RFP. The vendor's signature on its response to the RFP is confirmation that the vendor understands and acknowledges that any award will require that a contract between the District and the vendor be executed and that the contract will include the terms and conditions set forth in Attachment B.

P. Acceptance of Proposal Content

The contents of the proposal (including persons specified to implement the project) of the successful vendor will become contractual obligations if acquisition action ensues. Failure of the successful vendor to accept these obligations in a contract, purchase order, or similar authorized acquisition document may result in cancellation of the award and such vendor may be removed from future solicitations.

Q. RFP Cancellation

The District reserves the right to cancel this RFP at any time, without penalty.

R. District Ownership of Contract Products/Services

Proposals, upon established opening time, become the property of the District. All products/services produced in response to the contract(s) resulting from this RFP will be the sole property of the District, unless otherwise noted in the RFP. The RFP requirement and the contents of the successful vendor's proposal, clarifications and/or best and final offers will become contractual obligations.

S. Incurring Costs

The District is not liable for any cost incurred by vendors prior to issuance of a legally executed contract, purchase order, or other authorized acquisition document. No property interest, of any nature, shall occur until a contract is awarded and signed by all concerned parties.

T. Non-Discrimination

The vendor shall comply with all applicable State and Federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability, or other protected status.

U. Rejection of Proposals

The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the District.

V. Parent Company

If a vendor is owned or controlled by a parent company, the name, main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the vendor responding to the RFP.

W. News Releases

News releases pertaining to this RFP or any resulting contract shall NOT be made without prior written approval by the District.

X. Certification of Independent Pricing Determination

Except as otherwise disclosed with particularity, through its submission of a quote, bid, or offer, the vendor certifies that the prices and other terms in the quote, bid, or offer have been arrived at independently without any consultation, communication, agreement with, or knowledge of the contents of the quote, bid, or offer by, any other competing vendor. For purposes of this paragraph, "consultation, communication, agreement with, or knowledge" does not include knowledge of prices or terms gained through availability of established price lists or catalogs made available to the public by the competing vendor. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Y. Reservation of Rights

The District reserves the right to:

- reject any and all proposals received as a result of this RFP;
- waive or decline to waive any informalities and any irregularities in any proposal or responses received;
- request clarification(s) of the vendor's proposal;

- adopt all or any part of the vendor's proposal;
- negotiate changes in the scope of work or services to be provided;
- engage the successful vendor for future studies and/or reports related to the scope of work set forth in this RFP based upon future needs as determined by the District;
- withhold the award of contract
- select the vendor it deems to be most qualified to fulfill the needs of the District. The lowest priced response will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable response.

Z. Confidentiality of District Information

The vendor acknowledges that it may come into contact with confidential information contained in the records of the District. The confidentiality of all information will be respected, and no confidential information shall be distributed or sold to any third party nor used by the vendor or the vendor's employees, subcontractors or assignees in any way except as expressly authorized in writing by the District, nor be retained in any files of the vendor. No reports, information, or data provided to the vendor or prepared by the vendor shall be made available by the vendor to any individual or organization without prior written approval of the District. Disclosure of such information may be cause for legal action against the vendor. Defense of any such action shall be the sole responsibility of the vendor. If applicable, successful vendor personnel may be required to sign a HIPAA Business Associate Agreement form and/or District Data Protection Agreement.

AA. Personal Interviews/Demonstrations

Vendors may be invited by the evaluation committee to participate in personal interviews and/or demonstrations. If applicable, the date is set forth in the Schedule of Activities and Timeline within this RFP. Vendors, by responding to this RFP, are confirming their availability to participate in an interview on this date, if selected by the District as a finalist. Inability of a vendor to be available on the designated interview date may result in elimination of that vendor for consideration of award. Any costs associated with vendor participation in the personal interview/demonstrations (i.e., travel costs) shall be at the vendor's expense.

BB. Best and Final Offers

The District may, at its sole option, either accept a vendor's initial proposal by award of a contract or enter into discussions with vendors whose proposals are deemed to be reasonably susceptible of being considered for award. In conducting discussions, there shall be no disclosure of any pricing information derived from proposals submitted by a competing vendor. Vendor(s) may be invited to submit a "Best and Final Offer" to the District for consideration. Best and Final Offers will be made at the vendors' expense. After receipt and review of the Best and Final Offers, the District will determine the successful vendor.

CC. District Board of Education Approval

Depending on the final scope of services as determined by the District, it may be necessary to receive Board of Education approval prior to issuance by the District of a purchase order to the successful vendor or execution of a contract with the successful vendor. The District will make efforts to obtain Board approval as soon as reasonably possible.

DD. RFP Compliance

All participating vendors, by their signature, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Should the District omit anything from this document which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, the vendor shall inquire and secure written instructions from the District Representative by the written inquiry deadline set forth in the schedule for this RFP.

EE. Service Commitment

The successful vendor shall commit that the level of service (number and experience of people and hours) and identified personnel committed to the District in the successful vendor's proposal shall be maintained throughout the resulting contract, including extensions. If the successful vendor wishes to make key staff changes during the term of the contract, including any extensions, the District requires pre-approval by the District of that individual's replacement.

FF. Premises Access

The successful vendor shall not employ on Boulder Valley School District premises any persons convicted of any felony or misdemeanor crime of unlawful sexual behavior involving children.

GG. Cooperative Purchasing Efforts

The District is a member of, or affiliated with, several regional professional procurement organizations within Colorado and Wyoming. These organizations are comprised of governmental purchasing agents, or agency representatives responsible for the purchasing function. These organizations include:

- a. Colorado Educational Purchasing Council (CEPC) - A cooperative purchasing organization comprised of purchasing agents/buyers representing all Colorado public school districts.
- b. Multiple Assembly of Procurement Officials (MAPO) - A cooperative purchasing organization comprised of procurement representatives from state, county, municipal, governments, special districts or school districts along the front range of the Rocky Mountains in Colorado.
- c. Rocky Mountain Governmental Purchasing Association (RMGPA) - A chapter member of the National Institute of Governmental Purchasing (NIGP), consisting of public procurement professionals and their representative agencies which include approximately 100 state, county, and municipal governments; school districts and higher education; and other special districts.

Any member of these organizations, at its discretion, may avail itself of the contracts or awards that result from this bid with reasonable allowances for service delivery areas or other material factors that can be documented as impacting the price structure. The District is not legally bound to any contractual agreement made between a cooperative member and a successful Bidder(s).

HH. Supplier Portal

The successful vendor will be required to register in the BVSD Supplier Portal. Information and instructions will be provided upon award.

ATTACHMENT A – DECLARATION & SIGNATURE PAGE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE VENDOR'S PROPOSAL RESPONSE

DECLARATION: I hereby certify that the information provided in this RFP response made to Boulder Valley School District is true and correct and I am duly authorized to submit this response. No Board of Education member, member of a District board or committee, employee of the District, or any such person's spouse, child, parent, brother, sister, dependent, or person assuming a relationship being the substantial equivalent of the above, has a direct or indirect financial or personal interest in the proposing firm or this request for qualifications except as follows:

_____.

I acknowledge that this certificate is accurate and complete and is subject to applicable Local, State, and Federal laws, both criminal and civil. I hereby certify that the firm has reviewed this RFP and the District's standard contract and accepts its terms and conditions, subject only to specifically requested modifications set forth in this RFP response.

(FIRM NAME)

(TYPED NAME OF AUTHORIZED AGENT)

(STREET ADDRESS)

(SIGNATURE OF AUTHORIZED AGENT)

(CITY, STATE AND ZIP CODE)

(TITLE)

(TELEPHONE NUMBER)

(DATE)

(COMPANY FAX NUMBER)

(FEDERAL EMPLOYEE IDENTIFICATION NUMBER)

(EMAIL ADDRESS)

RFP Contact Information:

If different than above, please identify point-of-contact for any questions or concerns relative to this response:

Name - _____

Direct phone number - _____

Email - _____

Company Website - _____

ATTACHMENT B – DRAFT CONTRACT

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE VENDOR'S RESPONSE

The file "BVSD RFP 27-08 Draft Contract Addendum.docx" included with this RFP serves as a sample contract addendum template. Once the RFP is awarded, a final version based on this draft will be sent to the successful vendor for signature.

IF YOUR COMPANY NORMALLY SEEKS LEGAL REVIEW OF CONTRACT TERMS, THIS PROCESS SHOULD OCCUR PRIOR TO SUBMISSION OF YOUR RESPONSE AND YOUR OFFER MUST IDENTIFY ANY TERM OR CONDITION YOU ARE QUESTIONING AND HOW YOU WOULD SUGGEST IT BE RESOLVED.

Submitting a proposal constitutes acceptance of the BVSD addendum terms and conditions. The BVSD addendum will take precedence over any contractor terms or standard agreements in order of interpretation.

Please check one and return with your response:

- ☐ I accept the addendum and have no changes.
- ☐ I have attached a redlined version in Word format with questions, comments, or suggested changes.

IMPORTANT NOTE: Any requested exceptions or proposed alternative language will be treated as a counter-offer. While the District may consider proposed modifications on a case-by-case basis, the decision to accept, reject, or negotiate any changes remains at the District's sole discretion.

Please check if you have an additional agreement for BVSD to consider:

- ☐ Our proposal includes standard contracts or agreements for the District's review and consideration. We acknowledge that, if awarded, these documents will be secondary to the BVSD addendum in the order of precedence.

IMPORTANT NOTE: Please add any applicable standard contracts / agreements to the end of this file (following any redlines to the BVSD document) in Word format.

Authorized Signature: _____

Name: _____

Title: _____

Date: _____