

Veteran Services Officer

Garfield County is soliciting Statements of Qualifications and Experience to serve the role of Veteran Services Officer. Responsibilities include assisting Garfield County veterans with filing benefit claims, vocational training, meeting with clients to advise of available benefits, assisting with application processes; assisting with transportation to appointments; maintenance of records and files; and quarterly reports to the Board of County Commissioners.

For the Request for Qualifications documents and more information, please visit www.garfield-county.com/procurement, or contact:

Jamaica Watts,
Chief Procurement Officer
108 8th Street, Suite 213
Glenwood Springs, CO 81601
Phone: (970) 384-5018
Email: jwatts@garfield-county.com



Statements of Qualifications must
be received by 4:00 p.m., MDT,
June 30, 2016.

NOTICE

REQUEST FOR QUALIFICATIONS
RFQ-GC-CM-01-16
VETERANS SERVICE OFFICER
GARFIELD COUNTY, COLORADO

Glenwood Springs, Colorado

June 16, 2016

Garfield County is soliciting statements of qualifications and experience to serve the Veteran Services Officer role. This role's responsibilities include assisting Garfield County veterans, surviving spouses, administrators, executors, guardians, heirs of veterans, etc. with filing benefit claims for insurance, pensions, compensation for disability, hospitalization, vocational training or any other benefits which such person may be or may have been entitled to receive; meeting with clients to inform them of/advise them on available benefits, assist with application process; assists with transportation to appointments; maintains records and files; and reports out to the Board of County Commissioners quarterly. The role requires the individual to have served in a branch of the US armed forces and be honorably discharged or an officer on inactive duty, be a resident of Colorado and a US citizen. It also requires a valid driver's license, high school diploma or equivalent, a County Veterans Service Officer certification or ability to obtain it in the first year of the assignment, and 1-2 years of related experience. Such person shall be well-qualified based on his or her education and experience to perform the duties of county veterans service officer. This Request for Qualifications ("RFQ") will be non-exclusive. Garfield County reserves the right to contract with other third parties.

Statements of qualifications must be received by U.S. mail at the Garfield County Procurement Department, 108 8th Street, Suite 213, Glenwood Springs, CO 81601 or by FedEx, UPS, DHL, or hand delivered to the Procurement Department, located at 108 8th Street, Suite 213, Glenwood Springs, CO 81601 on or before 4:00 p.m., MDT, June 30, 2016. Statements of qualifications can also be emailed to jwatts@garfield-county.com. Any statement of qualifications received after this time will not be considered and will be returned to the respondent unopened unless good cause is shown as determined by Garfield County in its sole discretion.

The Request for Qualifications document may be obtained from the Procurement Department, 108 8th Street, Suite 213, Glenwood Springs, CO 81601 during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The complete document is also available at www.rockymountainbidsystem.com

Contact information:

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