

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**REQUEST FOR PROPOSALS
RFP No. 2017-06
Addendum 01 – Q&A**

Note to potential respondents:

This addendum is intended to revise, clarify and become part of RFP No. 2017-06 for the Private Schools Educator Conference, issued February 13, 2017.

All amendments, addendums, and notifications will be posted on the [OSPI website](#) (if this was an open procurement) and released via the Washington Electronic Business Solution ([WEBS](#)) website.

QUESTION: Page 5 (Objective and Scope of Work) – This section references three, two-day training events with specific dates and locations, however on page 6 there is a reference to two, two-day training events. We would like clarification regarding the number of training events, dates, and locations.

ANSWER: There will be three (3) two (2-) day sessions for a total of six (6) days. Dates of the trainings are specified on page 5.

QUESTION: I am contacting you to confirm my understanding of this RFP. Only one person is presenting the content over two day periods to either 200 or 300 people.

ANSWER: Consultants may propose more than one provider, as long as the cost does not exceed the budget allowance. The providers must be available for all 6 days of the presentation to allow for consistency.

QUESTION: On page 5, Section A, point 4, the RFP states, "Contractor shall provide one (1) Associate..." My question is whether the contractor is *limited* to just one associate?

ANSWER: Consultants may propose more than one provider, as long as the cost does not exceed the budget allowance. The providers must be available for all 6 days of the presentation to allow for consistency.

QUESTION: Are Venues supplied at no cost?

ANSWER: OSPI covers the venue costs.

QUESTION: Is Tech and AV supplied at those venues?

ANSWER: Tech and AV are supplied, including the sound system.

QUESTION: Is Catering supplied at the venues?

ANSWER: There is no food or beverages served. Federal funds may not be used for food and beverages. Participants may either go out for lunch or bring in their own.

QUESTION: In *Section D. Past Performance*, Are respondents only required to answer the question regarding contract breach? Or are respondents required to answer the question and provide examples of Past Performance?

ANSWER: In this section, we want to know if the Consultant has received notification of contract breach in the past five (5) years. Specific examples of past performance can be explained in the Experience of the Consultant section of the Management Proposal.