

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

**Informal Solicitation No. 2020-27
Addendum 01**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of Informal Solicitation No. 2020-27, issued November 12, 2019.

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: [A school district] has focused its leadership development for the 2019-20 school year on the topics of Leadership for Equity & Inclusion, Leadership for Equity & Innovation, Leadership for Equity & Instructional Improvement, and Leadership for Equity & Inspiration. Various District directors and school principals have stepped up to lead these sessions, and every District leader has engaged in the learning. Is this the type of program that might be a topic for one of the BEST Symposium break-out sessions?

ANSWER: The Mentor-Coach conference audience is primarily teacher leaders, and the focus is helping them to see themselves as leaders; to identify, own, and grow their spheres of influence; and to seek out ways and places to lead for racial equity. The description below sounds focused on district level leaders and administrators so is probably not appropriate for this event.

QUESTION: What is required in the letter of application?

ANSWER: Please see the proposal contents section on page 4 of the informal solicitation. It says "Letter of application that provides specific examples of how the Bidder meets each of the minimum and desired qualifications." The minimum and desired qualifications can be found on page 3.

QUESTION: Do you need a resume from each presenter?

ANSWER: Yes.

QUESTION: Does each presenter need to complete Exhibit A and B?

ANSWER: It depends on how the presenters want to receive payment. If each presenter should receive their own payment, then each contractor should complete the Exhibit A and B. If a company or organization is submitting on behalf of the presenters and the payment goes to the company, a single Exhibit A and B can be used.

QUESTION: As a director am I able to submit all four sessions proposals or do you need the individual presenters to do this?

ANSWER: It depends on how the presenters are to receive payment. If each presenter should receive their own payment, then each contractor should submit their own proposal. If a

company or organization is submitting on behalf of the presenters and the payment goes to the company or organization, a single proposal covering one more sessions can be submitted.

QUESTION: Minimum qualification requires a license to do business in Washington State. I am assuming this is required since it is on the list, but we are currently employed with a school district and are not a vendor. To present at the conference we must apply and receive a business license?

ANSWER: It depends on whether you are applying as a school district or as an independent contractor or contractors. If you are going to apply as an independent contractor(s), you will eventually need the business license. Whether you actually need the license or not depends on what kind of business you will have. The requirements for the license are on the Dept of Revenue's website. If you are applying as a school district, and the payment will go to the school district, you may not need the license. Please check with your district's business operations team.