

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

**REQUEST FOR PROPOSALS
RFP No. 2017-06
Addendum 02 – 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: Can you provide a breakdown of educators versus administrators versus other educational personnel for each of the three two-day trainings?

ANSWER: Each training will be a different group from different schools. In the past, very few administrators have attended. Typically, the audience consists of are 75% elementary teachers and 25% secondary teachers. There may be a small number of music teachers, librarians, counselors also in attendance.

QUESTION: Will the participants in each of the three two-day trainings be different personnel?

ANSWER: Yes, each participant chooses the best date to attend.

QUESTION: What will be the seating arrangements for the summer training involving private school educators at Gonzaga and Seattle Pacific Universities? What kind of "rooms" will people be in?

ANSWER: The participants will be seated at round tables, 6 or 8 to a table. The rooms are large conference rooms.

QUESTION: Where will the trainer be? At the front? In a horseshoe?

ANSWER: The trainer(s) will be at the front of the room with a lapel mic so that he/she/they may walk amongst the participants.

QUESTION: How much participant movement will be possible?

ANSWER: We prefer participant involvement. There is room for participants to meet in pairs or small groups, and adjoining spaces for larger groups to meet outside of the meeting main room.

QUESTION: Will the contractor be responsible for maintaining an agenda and schedule for the day, or only for the actual training?

ANSWER: Yes. The selected Contractor will be responsible for providing a daily schedule for the training with a lunch hour and morning and afternoon break.

QUESTION: Will microphones be available for participants to ask questions, and for the trainer to move around and still be heard?

ANSWER: Yes, microphones will be available for both uses.

QUESTION: What kind of AV equipment will be provided for audio and visual presentations? Will facilities furnish it, or will the trainer provide it?

ANSWER: There is a sound system and projected screen. The trainer(s) should bring a computer or thumb drive.