

# Request for Proposals No. 2022-24

## Addendum 02 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2022-24, issued May 5, 2022.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to [contracts@K12.wa.us](mailto:contracts@K12.wa.us). Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

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- Question:** The dates of the proposed conference in the RFP are August 3-5, 2022. Based on the dates of the contract I'm thinking the conference is actually planned for 2023. Is that correct?

**Answer:** Thank you for pointing out this error. The conference is planned for August 2023.
- Question:** The link that was provided to learn more about the MTSS Event went to an error page: <https://www.k12.wa.us/student-success/support-programs/multi-tiered-system-supports-mtss/mtss-event>. Is there another page that I can learn more about that event?

**Answer:** Thank you for pointing out this error. MTSS Fest Materials Archive can be found here: <https://www.k12.wa.us/student-success/support-programs/multi-tiered-system-supports-mtss/mtss-events>
- Question:** What is anticipated registration fee for this new integrated conference?

**Answer:** The intent is for bidders/the contractor to set the price of the registration based on their estimates.
- Question:** Is the expectation that the contractor will collect all registration fees and then send the amount OSPI is due after expenses and contractor fees or will OSPI be receiving the funds and distributing them to the contractor, presenters, venues, etc.?

**Answer:** The expectation is for the contractor to collect all registration fees.
- Question:** Will OSPI be signing the venue contract or is the expectation that the contractor is signing the contract?

**Answer:** The expectation is for the contractor to sign the venue contract.



6. **Question:** Is there an incumbent, and if so who?

**Answer:** This is intended to be an expansion of the MTSS conference we have done in the past. We have contracted with a different group each year to help with the conference: 2020 was Educational Service District 113, 2021 was NWPBIS, and 2022 will be with Washington Association of School Administrators.

7. **Question:** Is the \$80,000 budget for personnel and events costs WITHOUT the hotel, F&B, venue rental, and AV costs? Will OSPI pay these costs directly to the vendors, or will the Consultant incur these costs and issue reimbursement requests to OSPI?

**Answer:** The consultant will incur the costs for hotel, F&B, venue rental, and AV and use registration fees to cover them.