

Washington State Department of Early Learning
Request for Qualifications and Quotations (RFQQ)
#09-RFQQ-110
2010 Tribal Training Conference
Addendum #1

The following are responses to questions about this Request for Qualifications and Quotations 09-RFQQ-110 received during the question/answer period October 19 through October 22, 2009.

Question 1. Who is the RFQQ coordinator and what is this person's contact information? Is this the person to send my proposal to?

Answer 1: The RFQQ Coordinator is identified on Page 1 of the RFQQ and in section 2.1. Amendment #1 revises page 1 of the RFQQ clarifying that proposals must be sent to the RFQQ Coordinator's e-mail address, andres.fernando@del.wa.gov.

Question 2. Will DEL accept out-of-state bids (proposals)?

Answer 2: Out-of-state proposals may be accepted for evaluation and scoring if the Consultant meets all requirements of the RFQQ.

Question 3. Can DEL provide a list of conference materials and number of copies that the vendor would be expected to prepare and print?

Answer 3: Previous conference materials include a three-color preconference invitation/postcard and a full-color multipage conference brochure/registration form. Estimated print volumes would be one-thousand each of postcards and brochures. An estimated 200 to 250 conference folders would be needed. Actual materials and volumes for the 2010 conference would be determined during the Contract. The Consultant may also create a conference registration/information web site.

Question 4. Is there a preferred conference location in Washington State?

Answer 4: No.

Question 5. What is the expected number of attendees, and how will attendees register for the event?

Answer 5: The conference should accommodate and estimated 200 to 250 attendees (the previous conference had almost 200 attendees). It is anticipated that attendees may register by mailing a registration form or register online.

Question 6. Will the Consultant have a role in registration or housing management?

Answer 6: Yes, the Consultant is expected to have a direct role in conference registration. It is not anticipated that the Contract will include a Consultant or Agency (DEL) role in housing management during the conference.

Question 7. Does the \$40,000 cover the cost of just the Consultant's services or is that amount expected to cover the Consultant's fees and the cost of the conference?

Answer 7: The final Contract budget will be negotiated with the selected Consultant. The budget is expected to cover the Consultant's fees and the estimated direct costs of the conference.

Question 8. Is the Consultant expected to prepare, print and administer the attendee evaluations?

Answer 8: Yes.

Question 9. Can the Agency provide a history of past conferences with: Total number of registrants, number of speakers, registration fee, location, and program schedule.

Answer 9: Similar DEL tribal conferences were held in 2007 and 2008. The RFQQ anticipates that the 2010 Tribal Training Conference would be modeled on the 2008 conference that included:

- Number of registrants : Almost 200
- Number of speakers: 2 keynote speakers, 30 workshop speaker/trainers
- Registration fee: None. The 2008 conference was free to individuals who worked at or were affiliated with a Tribal early learning program.
- Location: Tulalip Casino Resort & Spa, Tulalip Tribes Reservation (near Marysville, WA)
- Program schedule: See the 2008 conference brochure, Attachment #1 to RFQQ #09-110

Question 10. Will the Consultant be able to charge a registration fee, and if so, could that be used to offset some of the costs?

Answer 10: DEL has not, and does not plan to charge a registration fee for this conference.

Question 11. Does a certificate of insurance need to be included in the submittals or is a certificate stating all the other add-ons required at this time?

Answer 11: The certificate of insurance described in the RFQQ section 2.17 describes what will be required of the selected Contractor.