

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

**Informal Solicitation No. 2019-03
Unconscious Bias Training
Addendum 01 – Q&A**

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of Informal Solicitation No. 2019-03, issued August 14, 2018.

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.

1. **QUESTION:** Do you and your staff have a time duration that you have established for the 450 staff?
ANSWER: OSPI is open to bidder's suggestions for duration. We expect the training will be at least a half a day to a full day.
2. **QUESTION:** Executives and managers included?
ANSWER: Yes, all OSPI staff, including Assistant Superintendents, program directors, support staff, etc., will be included in the training(s).
3. **QUESTION:** My final question is how many Executives, Managers, and Workforce among the 450 staff?
ANSWER: 25 Executives, 55 Managers, and the remainder are all staff.
4. **QUESTION:** Did you anticipate one or multiple identical trainings for your 450 employees?
ANSWER: We are hoping to hold one main agency training session for all employees, but if the space isn't available to accommodate all staff, it may have to be broken down to two or three groups.
5. **QUESTION:** Since we are not a business, how do we obtain a license to do business in the state of Washington. I went to the link provided in the solicitation and the information seems to apply only to businesses and not individuals. Please advise.
ANSWER: According to their website, you're required to register as a business with the Department of Revenue if you meet any of the following conditions:
 - Your business is required to collect sales tax.
 - Your gross income is \$12,000 per year or more.
 - Your business is required to pay taxes or fees to the Department of Revenue.
 - You are a buyer or processor of specialty wood products.
 - If you have specific questions, please contact the Department of Revenue directly. In the meantime, you may still submit a proposal in response to the solicitation, as registration with the Department is only a requirement *if applicable* to your particular situation.

6. **QUESTION:** Are you aware of the make-up of the participants in the training? Are they teachers - needing instruction on working with diverse students, or non-certificated staff or both?
ANSWER: The training audience will be all OSPI staff, including Assistant Superintendents, program directors, support staff, etc. Their roles at the training session will be learners.
7. **QUESTION:** I have a DBE federal certification, but I am not certified as a Women Owned in the state of Washington (under the provision quoted below). Do you know if it is possible to apply for and complete the certification process in time to meet the deadline for this solicitation?
ANSWER: Yes, you may apply. Being a small, women-/minority-/and/or veteran-owned business is not a requirement of this solicitation.
8. **QUESTION:** Is the training audience superintendents only or will there be other staff in the training? If so, what are the roles of other staff members?
ANSWER: The training audience will be all OSPI staff, including Assistant Superintendents, program directors, support staff, etc. Their roles at the training session will be learners.
9. **QUESTION:** Will OSPI provide a training location?
ANSWER: Yes, OSPI will provide the training location.
10. **QUESTION:** Will OSPI provide a teaching station for the training include: a projector, screen, sound and cable to connect to a laptop?
ANSWER: Yes, OSPI will provide a projector, screen, sound, and cable to connect a laptop.
11. **QUESTION:** Will OSPI assist with training resource copies?
ANSWER: No, OSPI will not provide copies of the training resources. This will be the Contractor's responsibility.
12. **QUESTION:** ... should the trainer copy their handouts and therefore charge copies to the bill or will there be copying services available at OSPI for copies to reduce the cost of the bid?
ANSWER: The Contractor must provide copies. OSPI will not be making any copies. The cost for any copies should be included as part of the cost proposal.
13. **QUESTION:** How many training sessions do you anticipate holding?
ANSWER: We are hoping to hold one main agency training session for all employees, but if the space isn't available to accommodate all staff, it may have to be broken down to two or three groups.
14. **QUESTION:** Will they be held in each county or particular areas of the state?
ANSWER: It will be held in Thurston County.
15. **QUESTION:** How long do you prefer the training sessions to be?
ANSWER: OSPI is open to bidder's suggestions. We expect the training will be at least a half a day to a full day.

16. **QUESTION:** Do you wish to focus on specific biases or broad-based?

ANSWER: Unconscious biases.

17. **QUESTION:** How many people do you anticipate will participate in the training sessions?

ANSWER: The agency has approximately 450 staff.

18. **QUESTION:** What is your estimated budget?

ANSWER: Proposals shall include Consultant's most favorable and competitive cost estimate to perform the work.