

**WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION  
OLYMPIA, WASHINGTON**

**REQUEST FOR Proposal:  
WSSDA Conference Management  
RFP NO. 2024-010**

**QUESTIONS AND ANSWERS  
Issued March 12, 2024**

**BACKGROUND:**

This RFQQ was issued on February 15, 2024, and submissions will be due March 21, 2024. It was posted to WSSDA's contracting opportunities Web page and disseminated via the State of Washington Electronic Business Solutions (WEBS) system to potential vendors. In addition, notice of the RFP opportunity was communicated on February 15, 2024 and February 22, 20024 in the Seattle Daily Journal of Commerce.

This package of Questions and Answers is being shared with organizations that sought clarification on the RFP.

**THIS PACKAGE INCLUDES QUESTIONS AND ANSWERS REGARDING:**

- A. Objective and Scope of Work**
- B. Project Budget Estimates**

## **A. Objective and Scope of Work**

Updates were made to this section on page 3 (*shown in blue font*) to be more consistent with the Project Budget Estimates on page 16 of this RFP.

## **B. Project Budget Estimates**

- 1. The "Communication & consultation with WSSDA committees and staff" scope of work (page 3) is not listed in the Compensation and Payment terms (page 16). What is the proposed compensation for this service area?**

We envision this to be included in "Conference/meeting." We will change the heading to conference management and meeting planning. The change is shown in blue font.

- 2. The "Keynote Speaker Logistics" scope of work (page 3) is not listed in the Compensation and Payment terms page (page 16). What is your proposed compensation for this service area?**

We envision it is included in Speaker/Proposed Administrative work and management. Also, we can specifically identify this area in the final contract.

- 3. It appears as if the scope of work "Session (breakouts, pre-conference) surveying, scheduling, and placement" has been included in the "Speaker/Proposed Administrative work and management" in the Compensation and Payment Terms (page 16), is this correct?**

It is up to your discretion whether to include it. We think it is included in both "Speaker/Proposed Administrative work and management" and conference management and meeting planning.