RFP Addendum # 1

Request for Proposals for

**On-Call Career Development Training and Coaching Services**

(Solicitation # 5213)

# Date of Addendum # 1: June 7, 2019

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of 3 pages.

This Addendum includes a summary of some of the questions asked at the Pre-submittal meeting and SHA’s responses (see Item 1 below), and the Pre-submittal meeting attendance list for that meeting is attached for your use.

**Item 1**. No written questions were received. The following are Questions, as best I remember them, from the Pre-submittal meeting, together with SHA’s responses:

**Question 1.** If we plan on submitting for more than one category of these services, do we have to submit separate Proposals for each category?

**Response.** Yes, each category will be evaluated separately.

**Question 2.** You say that the forms required only have to be in the one original Proposal and not in the copies. Does that mean that we don’t have to include them in every category?

**Response.** It would be best if you included them in each category’s one original; however, it won’t be counted against you if you only submit them on one category.

**Question 3.** Is this RFP in response to your current contracts expiring?

**Response.** Yes.

**Question 4.** Who is/are your current contractors?

**Response.** Crux, Be Possible and Baker Consulting.

**Question 5.** Is there a dollar limit for these Contracts?

**Response.** No. Since this is an RFP rather than an Informal Solicitation, there is no dollar limit.

**Question 6.** I understand that you could select different firms for the different categories, but will there be more than one firm selected for each category? Will this be a Roster?

**Response.** It is a possibility.

**Question 7.** Will SHA accept electronic training rather than in-person training?

**Response.** No.

I also reminded the attendees that the “SHA Inclusion Plan Form” (Exhibit A to the RFP) must be submitted or your Proposal won’t be included in the evaluation process.

See the Pre-submittal sign-in sheet attached hereto.

**As a reminder, the Due Date for submitting your Proposals is**

**2:00 p.m. on Monday, June 17, 2019..**

END OF RFP ADDENDUM # 1

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| **Pre-Submittal Meeting Sign-In Sheet****On-Call Leadership and Career Development Training and Coaching Services (# 5213)****Monday, June 3, 2019 at 1:00 p.m.** |
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| **Name of Firm/Agency** | **Name of Representative** | **Address, City, State, Zip** | **Telephone Number** | **E-mail Address** |
| **BDS Planning & Urban Design** | Noel Frame | 1932 1st Avenue, Suite 500Seattle, WA 98117 | 206-971-6030 | noel@bdsplanning.com  |
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