

REQUEST FOR INFORMATION 14-03
Addendum 3 (Second and Final Q&As)
Questions Received and Answers Provided From 3/10/14 Through 3/21/14

Question No. 4

Q. What's our position on use of subcontractors

A. If we do a contract with you and you intend to have someone other than yourself doing the actual presenting, then we would consider that subcontracting and would like to see the requested qualifications on that person. Office support or technical support are not considered "subcontractors".

Question No. 5

Q. What is required for 4.5.4 – not sure what you are looking for, are you looking for a sample syllabus?

A: A syllabus or outline of the proposed workshop, with samples of the handout(s) would be appreciated.

Question No. 6

Q: 4.6.2 - Based on the information contained in this RFI, what are the approximate prices your firm would proposed for the proposed solution? - Not sure what is meant by the 'proposed solution'. I see the areas on page 1 e.g. 1.3.1 Nonprofit board governance – roles and responsibilities – is that what you are referencing?

A: We are looking for qualified people to present anywhere from 1 hour to 6 hour workshops. Certainly different complementary subjects could be combined. We would appreciate rates quoted for different length workshops (i.e. 1 hour, 2 hour, 3 hour, 4 hour, etc.) That quote would include the presentation time and handouts. Travel time, mileage, and applicable per diem would be negotiated at the time the contract is drafted.

Question No. 7

Q: 4.5.4 Detailed content, handouts, etc. I have materials. However, they all include copyrights. Information precludes me from providing copies of their materials unless someone has paid for them.

3.7 mentions that all materials submitted will become the property of OSOS - How can this be if information submitted is copy written already?

- ❖ **A:** The responses we receive will become our property upon submission. Works for hire involve material created originally for our contract. Material used by the contractor that is already under copyright can be included in the presentations under permission or license so is acceptable to the copyright holder.

Question No. 8

Q: 3.8 if I can get permission to give you the documents, it states that I will have to pay to get a court order to have you not release them. State public disclosure law provides that all responses to a published RFI become public information. Would that preclude me from

submitting the RFI?

A: Not including any of the requested documents will not preclude you from submitting; however, those requested attachments are all considered when we rate the responses we receive.

Question No. 9

Q: 4.6.3 What event are you looking for prices for? 3 hour workshops? Day events? Retreats? 2 hour workshops? Events at a nonprofit that include both 1:1 and group work?

I don't see any indication of what sort of events you're looking to hold. And to create a pricing list I need more information.

A: Please send us your pricing for any of the workshops/training you are wanting to be considered for. We don't anticipate offering 1:1 type of training, but you can include pricing on that as well, in the event we do go in that direction in the future.