

STATE OF WASHINGTON  
OFFICE OF THE SECRETARY OF STATE

511/21

RFP 21-05 – NONPROFIT TRAINING PROGRAM

AMENDMENT # 1

Questions and Answers

RFP 21-05 Nonprofit Training Services for the State of Washington Office of the Secretary of State  
Corporations & Charities Division

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1. ***On Exhibit D, under Objectives, can you provide some detail on the type of training you are expecting from the contractor?***

**Answer:** RCW 19.09.510 identifies the charitable education program for charitable organizations, their board members, and the general public. The curriculum and materials are generated through feedback from the nonprofit and charitable community, and the charities advisory council. For additional information please review the existing materials posted on the Corporations & Charities Division website by following this link:

<https://www.sos.wa.gov/charities/training>.

2. ***Can you specify why this RFP is being issued? I assume there was a need identified among nonprofits in Washington, but can you elaborate?***

**Answer:** The Corporations & Charities Division desires to contract with a vendor in the next biennium to implement the charitable education program authorized by RCW 19.09.510 and RCW 19.09.530.

3. ***In Section 3.2.C Deliverables, it asks for a detailed description of all proposed deliverables identified in Exhibit D. I don't see a deliverables section in Exhibit D.***

**Answer:** While there is no section in Exhibit D titled "Deliverables", Exhibit D identifies the objectives sought through this solicitation (i.e., it describes what the contractor is expected to do/provide to meet the training program requirements), how contractor's effectiveness in meeting those objectives will be measured, and provides guidance on the delivery of required trainings and other activities for purposes of preparing the proposal.

4. ***Is there an incumbent provider of the services requested in RFP 21-05?***

**Answer:** Yes. Washington Nonprofits is the contractor currently providing these services through the end of this biennium (June 30, 2021).

**5. Does OSOS have an existing training program and training curriculum?**

**Answer:** Yes, the current training program and curriculum is being delivered under contract with Washington Nonprofits.

**6. How many in-person trainings and how many virtual trainings is the contractor being asked to develop?**

**Answer:** The number of in-person trainings and virtual trainings to be delivered under the proposal is to be proposed by the contractor.

**7. What is the expected duration of in-person trainings? How many participants will be expected to attend?**

**Answer:** The duration of in-person trainings and the number of participants attending them is to be proposed by the contractor.

**8. Is the contractor responsible for costs for venues, audio/visual equipment, food and beverages, or participant transportation or lodging? Or is the contractor only responsible for training design?**

**Answer:** The contractor would be responsible for the turn-key/all-inclusive delivery of each event as part of the contract funding. Anticipated costs should be specified in the contractor's proposal.

**9. Should the contractor budget to provide facilitators for in-person training events?**

**Answer:** This is to be proposed by the contractor.

**10. What is the expected duration of virtual training events (i.e., seat time)?**

**Answer:** This is to be proposed by the contractor.

**11. What learning management system or platform does OSOS use to deliver virtual training?**

**Answer:** This is to be proposed by the contractor.

**12. Is this RFP new or recurring?**

**Answer:** The contract to be awarded pursuant to this RFP 21-05 is for the biennium running from July 1, 2021 to June 30, 2023, coinciding with the state budget cycle. A contract award has been made with respect to the charitable education program authorized by RCW 19.09.510 and RCW 19.09.530 for the several past budget cycles. See also answers to Questions #4 and #5 above.

**13. Will this be a new training opportunity or part of a previous program?**

**Answer:** This is to be proposed by the contractor. OSOS owns the content for the items provided under the existing contract with Washington Nonprofits. The contractor may elect to build from that or propose something entirely different.

**14. We were not able to find any past information, vendors or programs on the subject matter.**

Please see answers to Questions #1, #2, #4 and #5 above and the link to the website pages.

**15. Is this opportunity awarded to different training providers or does one provider need to deliver on all aspects of the Scope of Work?**

**Answer:** This is to be proposed by the contractor. The contractor may include the utilization of subcontractors as part of its proposal, but the solicitation is intended to lead to a single contract award for the delivery of all services. The contractor awarded this contract would be responsible for managing all aspects of the delivery of services under a single contract with OSOS, whether or not subcontractors are utilized.

**16. Is the July 1, 2021 start date required or is there flexibility on the timeline rollout for the first year?**

**Answer:** July 1, 2021 is the beginning of the contract term. The content, curriculum and delivery of services during the contract term is to be proposed by the contractor.