

Keynote and Breakout Session Speakers for 2018 Special Education Symposium
Questions and Answers from Vendors
November 27, 2017

Vendor Question	Answer
(1) Does the informal bid range mean that the total budget for the symposium is less than \$50,000, or that the individual awards will range from \$5000–\$49,999?	The individual awards will range from \$5,000 (or less) to \$49,999.
(2) Regarding the breakout sessions, please describe the following: a. Length of sessions b. Primary audience—e.g., teachers, school leaders, district leaders, etc c. Whether sessions will repeat, and if so, on the same or different days d. Estimated number of participants per session e. Room setup—for example, flexibility in seating arrangements to allow for more interaction and collaboration	a. approximately 90 minutes b. The primary audience would be all of those listed plus Area Education Agency leaders and staff and some parents c. This is unknown at this point but it is negotiable d. We expect 1700-2000 total attendees. Breakout session will be around 100 e. The most likely set up will be a combination of crescent rounds and theatre style
(3) If multiple sessions (e.g., 2–3) for a single presenter are proposed, can they be scheduled to occur on the same day to save on costs?	It is possible that sessions will be scheduled the same day, but that is not guaranteed. Sessions could be over multiple days of the conference.
(4) In regards to the above-mentioned RFP, are there additional instructions for what is required for the proposal other than the attached information?	There are no additional instructions. Information and/or Proposals can be submitted by email or mailed to the address listed in the RFP.
(5) We were wondering if we could get a copy of the terms and conditions that would govern any resultant contract awarded under the above-referenced procurement.	Here is a link to the terms and conditions: https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf
(6) I am preparing a proposal in response to the RFP for a keynote address at the 2018 Iowa Dept of Education Special Education Symposium. The RFP does not specify a location where hard copies would be mailed. Am I to assume that soft copies can be emailed to you directly?	Proposals can be submitted by email to nancy.ankeny-hunt@iowa.gov . Proposals can also be submitted hard copy to: Iowa Dept of Education Attn: Nancy Ankeny-Hunt Grimes State Office Building 400 E 14 th Street Des Moines, IA 50319