

ADDENDUM 2
RFP: 17/18-4 SPECIAL EDUCATION SUPPORT SERVICES

1. We have served school districts in Washington, but do not have an office in the State of Washington. Is it your preference for the vendor to have an office in the State of Washington?

Answer: No

2. Per pg. 9 Section 1 (A), are there any specific formatting requirements or preferences for the final bid submission? For Example: preferred binding (binder, binding clip, etc.).

Answer: No preferences

3. Can we incur in any penalties or be liable for any damages for not having a contracted provider available upon your school's request in a timely manner **or** would your school terminate the RFP contract with our company?

Answer: No

4. Per pg. 12, if Highline School District No. 401 will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?

Answer: Yes

5. What would be the payment terms of Highline School District No. 401 (Net 30)? Does the Board meet monthly to approve and release payments?

Answer: Once a contract is established, payments are made monthly. The board approves the overall contract.

6. Will your school provide a laptop **and/or email account** to the contracted providers during their assignment?

Answer: There is technology access and email.

7. Will therapists have access to internet capabilities, office supplies, fax/copy machine at Highline School District No. 401?

Answer: Yes