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| CONSULTANT INFORMATION |
| Bidder:  |        |

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| MINIMUM QUALIFICATIONS |
| *Please check all boxes that apply.*[ ]  Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder.[ ]  Knowledge of the contracting process for hotels, catering, and speakers.[ ]  Able to function as a fiscal agent to subcontract for presenter fees, facility rentals, etc. [ ]  Able to create a secure and accessible registration platform for the conference and handle monetary transactions on behalf of OSPI.[ ]  Able to create, secure, or purchase a hybrid set-up for sessions (including microphones and cameras) and train speakers on how to present in a hybrid setting. [ ]  Demonstrated successful experience utilizing project management principles and coordinating a budget of at least one hundred thousand dollars ($100,000). [ ]  Expertise in hosting at least five (5) large-scale conferences in the past five (5) years of over six hundred (600) participants. |

Consultants who do not meet the minimum qualifications noted above will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

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| ADDITIONAL DESIRED QUALIFICATIONS |
| *Please check all boxes that apply.*[ ]  Experience in hosting hybrid events, preferably conferences.[ ]  Able to easily acquire quotes from local businesses for lighting, decoration, prizes, logo items and any other conference materials. |

*I certify under penalty of perjury of the laws of the State of Washington that the foregoing is true and correct.*

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 Signature of Bidder Date Place Signed (City, State)

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 Printed Name Title Organization Name