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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