
How to Submit Your RFI Application

Paper Copies

Send or deliver **six hard copies**, including any attachments, to the Office For Education at the address below. NOTE: Applications must be received—**not** postmarked—by due date.

Electronic Copy*

Email **one electronic copy** of the complete RFQ or RFI, including attachments, cover sheets, and data sample(s) to: EducationOffice@seattle.gov by the deadline. Must be in MS Word, MS Excel, or Adobe PDF format.

Naming Your Files

Name the files you send as follows:

RFI File Name: YourOrganizationName_RFI_Name
[Example: Aki_MiddleRFI]

Budget File Name: YourOrganizationName_RFName_budget.
[Example: Aki_MiddleRFI_budget]

Subject Heading

Put the following in the subject line of your email:

YourOrganizationName_RFI_Name. [Example: Aki_MiddleRFI]

Mailing Address

For U.S. Postal Service **ONLY**

Office for Education
RFI_Name
PO Box 94649
Seattle, WA 98124-4649

Physical Address

For hand-delivery or sending through FedEx, UPS, or other courier:

Office for Education
Department of Neighborhoods
RFI_Name
700 5th Avenue, Suite 1700
Seattle, WA 98104

*Having trouble sending your electronic file?



If you email your application and get an error message that your file is too large, try "zipping" it before you send it. On PC machines, point your cursor to the file and right-click your mouse. Choose **Send To>Compressed (zipped) Folder**. This will create a new folder on your desktop with the same name as the original file. Now send an email to EducationOffice@seattle.gov and include this zipped folder as an attachment.

Questions

Contact [Sue Rust](mailto:Sue.Rust@seattle.gov), 206-615-0465 or [Christy Leonard](mailto:Christy.Leonard@seattle.gov), 206-684-0607
