City of Seattle Office for Education

How to Submit Your RFQ

Electronic Copy*	
	Email **one electronic copy** of the complete RFQ, including attachments, cover sheets, and data sample(s) to: **EducationOffice@seattle.gov** **by the deadline.** Must be in MS Word or Adobe PDF format.
Paper Copies	
	Send or deliver **three hard copies**, including any attachments, to the Office for Education at the address below. Note: Applications must be postmarked by due date.
Naming Your Files	
	RFQ File Name: Name the files you send as follows: YourOrganizationName_NameofRFQ_RFQ [Example: IZAFamilyServices_CollegeCareer_RFQ]
Subject Heading	
	Put the following in the subject line of your email: YourOrganizationName_NameofRFQ_RFQ [Example: IZAFamilyServices_CollegeCareer_RFQ]
Mailing Address	For U.S. Postal Service **ONLY**
	Office for Education RFQ – *NameofRFQ* *[Example: RFQ – CollegeCareer]* PO Box 94649 Seattle, WA 98124-4649
Physical Address	For hand-delivery or sending through FedEx or UPS:
	Office for Education Department of Neighborhoods 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, 206-615-0465 or Christy Leonard, 206-684-0607