



## ADDENDUM #2 REQUEST FOR PROPOSAL 2017-139

### 2018 Lodging Tax

**TO:** All Respondents  
**FROM:** Colby Wattling, Buyer  
**CLOSING DATE:** AUGUST 17, 2017 at 3:00PM (UNCHANGED)  
**REF NO.:** 2017-139 RFP  
**DATE:** August 9, 2017

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The following are **questions** and **answers** asked during the August 3, 2017 pre bid conference. Also below is information provided prior to the Q&A session.

- [Application Packet](#) – provided to the audience
- [Interview Schedule](#) – available online
- If you are supplying brochures, flyers, etc. we only need one original of these types of additional documentation included with your application.
- No additional documentation will be accepted at the interview process
- Interviews will be 20 minutes, (10 minutes to give an overview of your application & 10 minutes for questions by the Committee)
- Electronic presentations will not be allowed due to the short time frame of the interviews (these can be provided with the application but will not be used during interview).

**Q:** Did priorities changed this year? Is there something on the rating sheet that reflects the importance of a criteria like one-time events.

**A:** There will be slight changes to the rating sheet. This [rating sheet](#) will be available on the Lodging Tax Committee website.

**Q:** Is there any feedback or any queries on lodging tax from hoteliers?

**A:** There is a breakdown per company retrievable from the State and how the money comes in to the County but the committee does not receive information from hoteliers directly as it relates to lodging numbers.

**Q:** On the application, do we provide small binder for materials?

**A:** ***Follow the application for strict guidelines on how to submit your application.*** Yes, you can include additional flyers and/or handout materials with your application but we do not need seven (7) of each and it is not required. A binder with handouts can be included and we will ensure that the members have access to view the additional handouts. No additional materials will be accepted during the interview.

**Q:** How many applicants last year and what's the range of money awarded?

**A:** Recipients awarded for [2017 distribution funds](#) are submitted online for public viewing.

**Q:** For interview & presentation, is it 10 minutes each?

**A:** It depends on the number of applicants received. Based on this number we will see how many minutes will be allotted for each applicant and whether it will require one day of interviews or two. We won't know for sure until the application process closes on August 17th.

**Q:** Is it the same committee as last year?

**A:** There is a tentative new member. As it stands, the committee should have an even number of members and we have 5 right now. Currently the returning members are Genie Pruitt, Mary McClure, Mary Earl and Charlee Glock-Jackson.

**Q:** Are there any preferential points given for those organizations that are in unincorporated Kitsap County (relating to the rate sheet)?

**A:** No, they do not receive extra points for being unincorporated, it just gives them more weight during ranking.

**Q:** Has anything changed on the rating sheet?

**A:** Yes, minor changes... [see online](#).

**Q:** Are there any changes in the application?

**A:** None in the application itself. There are changes in the process itself. The interviews will take place in the Chambers in a public forum. The event will be recorded and public comment will be available at the end of each interview day.

**Q:** Is Charlotte Garrido one of the committee member?

**A:** Yes, Commissioner Charlotte Garrido is returning as Chair to the Lodging Tax Advisory Committee for the 2018 fund distribution process.

**Q:** Do the members deliberate/talk during lunch?

**A:** They are not restricted from talking about the interviews during their lunch hour. All documentation from the interviews will be kept in the Chambers. Deliberation and recommendations will be in the Chambers and the end of 2<sup>nd</sup> day of interviews. The committee members are scheduled to have an orientation on August 17<sup>th</sup> from 10AM-12PM in the Port Blakely conference room. They are not going to review applications; the purpose of the orientation is to walk through their role as a committee member and the rules and regulations associated with Lodging Tax funds. It is open to public but there will be no public commentary offered as this is separate from the interview process.

**Q:** During the orientation, are they going to talk about the reasons why there is no funding awarded to some applicants' due to additional funds being received from other jurisdictions?

**A:** Yes, we will discuss this as well as it is listed in the [allocation process](#).

- Q:** On the application, can the data sheet/financial reports be included as an appendix?
- A:** Yes, you can include it in the application. Any electronic media can be included in a thumb drive or USB. There is no guarantee each member will view the media since it is not part of the original request, but it is not restricted.
- Q:** Does an organization have to be federal (C6/C3) or state non for profit?
- A:** Under [RCW 67.28.1817](#) Nonprofit organizations are described under [26 U.S.C. Sec. 501\(c\)\(3\)](#) and [26 U.S.C. Sec. 501\(c\)\(6\)](#) of the internal revenue code of 1986, as amended.
- Q:** Will there be a public comment after each interview?
- A:** Not after each interview, that would prolong the day and cut valuable time from the next applicants in line. We will reserve public commentary at the end of each interview day.
- Q:** Are power point presentations allowed at the interviews?
- A:** No, due to the time constraints we are not allowing electronic presentations at the interviews.
- Q:** Are there any limitations on the number of people coming for the interview?
- A:** No.
- Q:** On the application, one of the choices read "Tourism Infrastructure", Is this capital funding?
- A:** This is defined as a real or tangible personal property which supports tourism-related facilities. If you feel that your request falls under both Tourism Infrastructure and Tourism Marketing Activities, you can check both.

There are no other changes to the original specifications other than what is changed by Addendum 2.

END OF ADDENDUM #2