



## ADDENDUM #1 2020-122 RFP

### Kitsap County Lodging Tax Advisory Committee

**TO:** All Respondents  
**FROM:** Vicki Martin, Buyer  
**CLOSING DATE:** August 14, 2020 at 3:00 PM (**UNCHANGED**)  
**REF NO.:** 2020-128 RFP  
**DATE:** July 30, 2020

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The following information is provided to assist in responding to the above referenced proposal.

1. Q - What period should the tourism activities apply? Is it the coming year or past year?  
*A – The funding period will be 1/1/2021 to 12/31/2021*
2. Q – The theater has been closed due to Covid-19, would we still qualify under these circumstances?  
*A – Apply as if you expect to be functional in 2021. None of us are sure where we will be, phase-wise, as it relates to COVID-19. If the applicant is unable to utilize the funds “due to COVID-19” we may be able to roll it over to the next year.*
3. Q –How do I deliver my bid package, are the county buildings open?  
*A – Either in person to Vicki Martin at the Kitsap County Administration building or by mail. There will be a sign a few days before the application closes with a phone number to call so a staff member can come down and pick up the packet. The County buildings are closed until phase 3, however, there is staff in the building daily.*
4. Q – Because of the pandemic we’ve had to cancel a lot of our events. Can the money we are unable to claim be rolled over to next year?  
*A – Yes, applicants need to reach out to Lee Reyes to request a roll over if funds could not be utilized due to COVID-19. A contract amendment must be completed. The current recipients of lodging tax should review their contract scope to see if the unspent 2020 award meets the criteria to rollover.*
5. Q – Getting ready to finalize submissions for 2020, can we do the same thing, call the number to have those picked up?  
*A – Yes, contact Vicki Martin using the phone number listed on the application and we can arrange for drop off.*

6. Q – In doing the report when it talks about heads in beds, our events focus on bringing people to the south Kitsap area, we are not having those stats so how do we deal with that?

*A – The events that were not able to be held are most likely the only ones that need to be rolled over. However, input as much data on the reporting form that you can and note COVID-19 to illustrate why data was missing. You would also want to indicate events were postponed to 2021, if that was the case.*

END OF ADDENDUM #1