



## ADDENDUM #2 2021-125 RFP

### Kitsap County Lodging Tax Advisory Committee

**TO:** All Respondents  
**FROM:** Vicki Martin, Buyer  
**CLOSING DATE:** August 13, 2021, at 3:00 PM (**UNCHANGED**)  
**REF NO.:** 2021-125 RFP  
**DATE:** August 11, 2021

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

Q – As you know, we are not a non-profit and as such do not have documentation for items #2 + #3 on the application list. Is there another form of documentation that could be helpful for your team to review or would it be best to simply omit those two items from our application?

*A – Per RCW 67.28.1816, those who may apply must be a) convention and visitor bureau; b) destination marketing organizations; c) nonprofits, including main street organizations, lodging associations, or chambers of commerce; and d) municipalities. If you do not have a nonprofit 501©(3) you can piggy back off one under their umbrella but the contract and award will be in the name of the organization who has the non-profit documentation.*

Q – I have a question regarding the requirement for tax returns. I hope to apply on behalf of SEA Discovery Center in Poulsbo. SEA is a self-sustaining program of Western Washington University, and operate like a non-profit. We do not have tax returns or any independent financial statements to submit, as Western does not operate in this way. I have attached a document that shows historical financial information, without salaries. Would this, or a similar document, be an acceptable substitute?

*A – Other documentation showing financial viability may be considered if agency is newly created and the documentation is prepared by an independent source.*

Q – After reviewing the application details, it looks like at this time the funds are open to specific projects/events that support tourism to Kitsap County. Is there an overall marketing agency you work with on destination marketing/PR services?

*A – We do not work with an overall marketing agency contracted through the County. Visit Kitsap Peninsula is one of the applicants and does this type of work for the County but like everyone else, they must apply.*

END OF ADDENDUM #2