



ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2024-029 KITSAP COUNTY

TO: All Respondents

FROM: Glen McNeill. Purchasing Supervisor

CLOSING DATE: [08/30/2024 @2:00 pm **[Unchanged]**]

REF NO.: 2024-029 Lodging Tax 2025

DATE: 08/15/2024

Addendum 1 to Request for Proposal 2024-029 will address questions received.

- 1. Can the Certificate of Insurance be provided if/before a contract is issued? Or does it need to be provided with the application? These generally get sent to our partners directly when we have a contract. We did this in 2022 for funds awarded for 2023.**

The County wants to see a current one (doesn't need to say Kitsap County) just to confirm you have it. It becomes problematic when the contract phase is reached and then we have to cancel the award because the contractor is unable or unwilling to obtain insurance.

- 2. As a self-sustaining entity of WWU, SEA does not file a tax return. We have typically provided a financial document that shows revenue and expenses for the last year. Will that be acceptable to the committee?**

Yes. See below of what the financial document should include:

- E. Budget.** A budget description including all income and expenses for the entire project and clearly showing expenses for which County lodging tax dollars will be used. The project budget will include:
 - Revenue and expense categories.
 - All income (including matching funds and in-kind contributions) broken out by amount and source.
 - Itemized expenses.
 - A cash flow projection for the calendar year showing cash needs by month must be provided.
 - Salaries and related personal expenses, as well as travel and administrative costs (eligible for tourism related facilities to support the operations of a facility that promotes tourism in Kitsap County).

- 3. In the Lodging Tax funding Award Application one of the required submittals is “Business Qualification”. What does that mean?**

In the Kitsap County Lodging Tax Funding Award Process Instructions Business Qualification is defined as Documentation that the applicant is qualified to do business in Washington State, for example, a valid Washington State Business License.

END OF ADDENDUM NO. 1