ADDENDUM NO. 1
REQUEST FOR PROPOSALS 2026-037
KITSAP COUNTY

TO: All Respondents

FROM: Glen McNeill. Purchasing Supervisor

CLOSING DATE: Wednesday **10/30/2026 @2:00 pm**

REF NO.: **2026-037 Lodging Tax 2027**

DATE: 10/27/2026

This first addendum to 2026-037 Lodging Tax 2027 answers questions received.

1. **Financial information that needed to be submitted- not seeing what was required in the past-**

   nothing has changed on that list since last year.

2. **Is there a document page limit?**

   There is no page limit, but some email providers may limit the size of the file that can be sent.

3. **Funding priorities: The 2025 evaluation form scored applications on alignment with the 2026 funding priorities (championship soccer). Has the County identified funding priorities for the 2027 cycle that applicants should address?**

   This year's funding priority is noted on LODGING TAX FUNDING AWARD APPLICATION. Please see this document.

4. **Applicant entity: The 2026 festival was produced by Pier Six Press, a for-profit business, and we're in the process of forming a nonprofit for the festival. Is it acceptable to apply under Pier Six Press this cycle? And since Pier Six Press doesn't have bylaws, would an operating agreement and org chart meet that requirement?**

   Yes, based on the Kitsap County Lodging Tax funding guidelines, businesses are eligible applicants, not just nonprofits. The application instructions specifically identify**"Destination Marketing Organizations or Businesses," "Organizers of special events and festivals," and "Other Organizations that meet funding criteria"** as eligible applicants. Therefore, Pier Six Press may apply as the applicant entity for this funding cycle if it meets the applicable program requirements.

   Regarding governance documents, the application checklist requires submission of **"Organizational Bylaws and Organizational Chart."** Since Pier Six Press is a for-profit business and does not have bylaws, you may submit your operating documents (such as an

operating agreement or similar governing document) along with an organizational chart. The County's intent is to understand the organization's governance structure and decision-making authority.

5. **Supporting materials: May we include letters of support from partners in the combined PDF? I know these aren't listed in the requirements so I wanted to confirm that they would be appropriate.**

   Yes, these may included in your response but will not be allowed for your presentation.

6. **Correct template use: I noticed that there are two templates online for the application; one is the <u>main application funding award template</u>, and the second is the <u>organization/event description template</u>. Should we use both for the application?**

   Yes, once is your initial application the other is for your event description.

END OF ADDENDUM NO. 1