



## ADDENDUM NO. 1 REQUEST FOR PROPOSALS 2023-037

### KITSAP COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES

**TO:** All Respondents

**FROM:** Glen McNeill, Kitsap County Purchasing Supervisor.

**CLOSING DATE:** 07/28/2023 at 2:00 PM [UNCHANGED]

**REF NO.:** 023-037 Lodging Tax Funding 2024

**DATE: 07/20/2023**

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In response to questions received, the following information is provided to assist in responding to the above-referenced Request for Proposals 2023-037 Lodging Tax Funding 2024

#### QUESTIONS AND RESPONSES

Q: This year we have a new Chair who is not a Board of County Commissioner (BOCC), can you explain why this change occurred?

A: Based on RCW 67.28.1817, the chair can be any elected official within Kitsap County, changing the process to get include an elected official outside of the BOCC, seemed appropriate since recommendations are made by the Commissioners to finalize the awards.

Q: Since there is a new Chair will the interview process change in any way?

A: No, the interview process will remain the same. Ten minutes for applicant presentation, ten minutes for members to ask questions.

Q: Are there openings for more Lodging Tax Advisory Committee (LTAC) Members?

A: Yes, email Rebecca Pirtle if you or someone you know are interested in serving on the Committee and not applying for funding.

Q: Is there education for new committee members?

A: Yes, all members go through a member orientation held by Kitsap County LTAC staff member(s)

Q: Do we have to include electronic uploads, or will paper packets suffice for the application submittal?

A: Six one-sided copies are required as well as one USB consisting of a complete electronic packet

Q: Can there be more than one person that can help with the presentation.

A: Yes. As long as the presentation with multiple members do not exceed the allotted 10 minutes.

Q: Are there any changes to rules regarding the size of events or festivals LTAC will fund?

A: No changes to awards based on the size of the event or festival.

Q: Is there anything that you require for budget documentation turned in?

A: We are looking for a budget related to the project being asked for funding in the application. This includes revenue, expenses, and other funding to sustain the project.

Q: We're also finding that the scope of our grant request and the detail the committee has asked for is unlikely to happen in the 2-page proposal limit. Can you please advise as to how we should navigate, or could we chat about this briefly for your best advice?

A: No application will be denied if the submission exceeds 2 pages.

END OF ADDENDUM NO. 1