



ADDENDUM #2 REQUEST FOR PROPOSAL 2016-145

2017 Lodging Tax

TO: All Respondents
FROM: Colby Wattling, Buyer
CLOSING DATE: AUGUST 12, 2016 at 12:00PM (UNCHANGED)
REF NO.: 2016-145 RFP
DATE: August 8, 2016

The following are **questions** and **answers** asked during the August 8, 2016 pre bid conference. Also is information provided prior to the Q&A session.

- [Municipal Research and Services Center \(MRSC\) handout](#) - provided for information regarding “What is Lodging Tax”
- [Exhibit C](#) – document which details the scope of data being looked at in the applications
- [Tentative Timeline](#) – provided to the audience
- If you are supplying brochures, flyers, etc. we only need one original of these types of additional documentation included with your application.
- No additional documentation will be accepted at the interview process
- Interviews will be 20 minutes, (10 minutes to give an overview of your application & 10 minutes for questions by the Committee)
- Electronic presentations will not be allowed due to the short time frame of the interviews

Q1: Does each of the 7 applications required have to include printed material such as brochures, flyers, etc.

A1: No, just one original printed material (brochure, flyers, etc.) need to be included along with the seven (7) original applications. The printed material is costly and the Committee members are able to share these printed materials on a communal table during interviews.

Q2: Who are the members of the Committee for the 2017 funding application process?

A2: The members are listed below:

Genie Pruitt – Silverdale Beach Hotel
Patrick Stultz – Port Gamble Guest Houses
Mary McClure – Garden Studio by the Beach
Eric Fredericks – Kingston Lavender Festival
Leslie Reynolds-Taylor – South Kitsap Skate Park Association
Mary Earl – Clear Creek Task Force/Trail

Q3: Will an update on awards be sent out prior to the December approval by the Kitsap County Board of County Commissioners?

- A3:** The Committee has been working on revamping the notification process and this year it will include an email to the awarded applicants on when the BOCC will approve the resolution for distribution. A letter will also be sent out to those who were not recommended for funding once the BOCC have reviewed and tentatively approved the recommendations for funding.
- Q4:** What if we can't make the interview?
- A4:** A proxy must be sent in place to appear in front of the Committee. Email the LT staff to include the proxy on any correspondence.
- Q5:** What information is being used to determine funding? Why do some applicants continually not get recommended for funding?
- A5:** There are criteria that needs to be met, Exhibit C will help determine the information that is required by the State. One time events/festivals are invited to apply but they are not funding priority.
- Q6:** If an organization needed the funds right away after being awarded, is that possible?
- A6:** Kitsap County is bound by the rules of the State of Washington and we are unable to disburse money for services not performed. All services or purchases must be made, an invoice submitted and the Exhibit C completed prior to any payments made on a Lodging Tax contract.
- Q7:** Can contracts (if awarded) be paid monthly versus quarterly?
- A7:** Yes, upon approval by the Chair of the Lodging Tax Committee, this can be written in the compensation portion of the contract.
- Q8:** What is the debt service amount for the 2017 portion and who does the debt service belong to?
- A8:** The debt service being paid out in 2017 is \$21,045 and this is for the 2015 Refunding Bond. The total amount for funding (dependent on adequate Lodging Tax revenue) is \$414,676.
- Q9:** Under the Allocation Evaluation Criteria, section 2, there is criteria that the committee will use on the economic impact of the proposal. Is this weighted by number?
- A9:** They are written not necessarily in the order of importance, but they are all weighted.
- Q10:** Can you share with us the committee rating sheet so we have a clearer idea of what is being rated on the applications?
- A10:** The staff will email the [rating sheet](#) to potential applicants and a sample has been attached for reference.
- Q11:** What was the funding amount available for 2016 funding?
- A11:** The amount distributed for 2016 was \$330,000 which included \$22,673 debt service for Public Facilities District.

There are no other changes to the original specifications other than what is changed by Addendum 2.

END OF ADDENDUM #2