

## Addendum #2

### City of Kirkland Kirkland Parks and Community Services Language and Digital Equity Grants (Job No. 01-22-PCS) Answers to Questions

#### Question # 1

We are contemplating filing a proposal and may want to keep the staff salaries portion of our budget confidential. The RFP references a process in “Proprietary Material Submitted” that I am not finding in the RFP. Where can I find the process?

*As referenced under the Public Disclosure section in the bid document, RCW 42.56.270 allows prospective bidders to outline what you would like to be considered proprietary as part of your submission.*

*Prospective bidders may also include a single line item for administrative expenses as part of the submission. A breakdown of administrative expenses may be requested by the City during the submission evaluation process.*

*If there was a public records request, the City allows bidders 3<sup>rd</sup> party notice to submit what they believe should be not released and what 42.56 RCW covers. The other option is to obtain a court injunction.*

#### Question # 2

*Is the organization name and contact information part of the 1,000-word count?*

*No, the organization name and contact information is separate from the 1,000-word count.*

#### Question #3

What is the amount of funding to ask for? Any guess at an average amount for the grants you will award?

*The City is providing up to \$110,000 in grants for organizations who apply. There is no cap on the amount of funding that can be requested. Please note, the funds must be expended by July 2022 so agencies seeking a grant should consider how quickly the funds requested can be expended.*

Question # 4

We have existing expenses associated with language and equity services, including payment to Dynamic Language Services for translation services, and for our DocuSign service. Can we request funding for these?

*Yes, existing expenses that meet the objectives of the grant can be included in the request. If an agency is requesting funds to cover existing expenses, please address how 1) funding existing expenses enhances the capacity of your agency's ability to provide services to under resourced communities and 2) the plan for sustaining existing expenses once funding is expended.*

Question #5

We are considering implementing case management software that would enhance our language and equity services. Knowing there may be funding for acquisition and implementation of such software would accelerate our process, so if this is more of what you are looking for, can you please advise?

*If the acquisition and implementation of the software aligns with the goals of the grant, it is considered an eligible expense. Please consider the timeline of when funds must be expended to ensure they are in alignment with the requested expense.*