

DRAFT Addendum #2

City of Kirkland

Tourism ARPA Administrative Services Consultant

Job # 35-21-CMO

Answers to questions submitted by close of business, November 8, 2021:

Q: What is the 'Not to Exceed' amount to invoice the city per month?

A: The 'Not to Exceed' amount is \$100,000 for the two years

Q: What is the time period to expend funds?

A: Costs must be incurred by December 31, 2024 and expended by December 31, 2026.

Q: Is this a multiple award or awarded to 1 BDO (Business Development Organization)?

A: It is the intent of the City to award a single contract, however the City reserves the right to consider contracting with multiple vendors should it determine that multiple awards best suits its objectives. Potential subcontractors are encouraged to partner with other firms to submit a proposal.

Q: Is there any software that the winning bidder is expected to use?

A: Applicants should be able to use Microsoft 360 software suite as well Microsoft Teams, OneDrive, Dropbox and other software that may be relevant to project management, tracking and review.

Q: Is there an incumbent that has been doing this work? If yes, what is their name?

A: The City has not engaged a contractor previously for this specific scope of work, but has several consultants that are currently assisting with various aspects of COVID-19 recovery related and ARPA funded initiatives.

Q: Is there any entity that has been doing similar work in administering ARPA funding or other grants on behalf of the City? If yes, what is their name?

A: The City has not engaged a contractor previously for this specific scope of work, but has several consultants that are currently assisting with various aspects of COVID-19 recovery related and ARPA funded initiatives.