

Addendum #1

City of Kirkland Short Term Rental Software (Job #59-22-FA) Answers to Questions

1. *Can companies based outside the United States respond to this RFP?*

Answer: Yes.

2. *Is there a requirement to attend any meetings in person in Kirkland?*

Answer: Any meetings can be attended either in person in Kirkland or via Microsoft Teams or another videotelephony platform during regular business hours (8 AM – 5 PM Pacific Time)

3. *Can the tasks outlined within the RFP be performed outside the United States?*

Answer: Yes, but any correspondence in real-time must take place during regular business hours (8 AM – 5 PM Pacific Time), and respondents must have pertinent staff available during said times.

4. *Can we submit the proposals via email?*

Answer: Yes. E-mailed proposals should include “Short Term Rental Software – Job # 59-22-FA” in the subject line and be addressed to purchasing@kirklandwa.gov . Complete proposal submittal instructions can be found on page 7 of the RFP document.

5. *Is it possible to ask for a two-week extension to the submission deadline?*

Answer: The City is not willing to extend the submission deadline.

6. *Is the City able to provide any budgetary constraints to the software solution?*

Answer: The City does not currently have any budgetary constraints identified.

7. *Item 7 under Submission Criteria....Provide Current SOC 2 Compliance Report...is it required that respondents provide the SOC 2 Compliance Report itself or will the use of third party service providers and their compliance be sufficient?*

Answer: The software company itself would need to be SOC 2 compliant. If they have other compensating controls they are doing (see Option 2 in the IT Cloud Vendor Security Agreement), then that would be a substitute for SOC 2.

8. *Will the Short-Term Rental Software need the ability to collect lodging tax and/or any other tax from Short-Term Rental Owners?*

Answer: No.

9. *Could you please describe your current process in place to manage, identify, and track Short Term Rentals?*

Answer: Our process mostly relies on self-reporting as well as information provided by members of the general public.

10. *In the RFP it states, "assist city with court cases when necessary". Could you please clarify expectations on that statement? Could you please provide an example of when that might be necessary?*

Answer: If the City was in a legal proceeding in a court case based on records utilized from the software, the City may need assistance in describing the operation of the vendor's software.

11. *On Page 6 there is a bullet point "Records Custodian". Can you please clarify expectations? Will you need us to store records/evidence you can retrieve? Are there additional expectations within "Record Custodian"?*

Answer: The short-term rental historical records that are maintained in the software could be the basis of court cases against illegal short-term rental activity.