

TOURISM AGENCY RFP Addendum #1

Questions due by October 21, 2016.

1. The RFP doc was originally used for another RFP to source a CABLE/WIRING provider, so there are places where the language wasn't updated and thus makes little/no sense and/or isn't applicable to completing a tourism proposal. Page 6: 2.5.6 (Shouldn't this say "Tourism Services"?). Page 10: Section 4.2 / 4.2.2 – "It is the intent of the County to acquire cabling and wiring services from a vendor based on the criteria below".

RESPONSE: All references to cabling and wiring services should instead be interpreted as tourism service provider.

2. Page 12: The box with three names/references.... We don't think you want references that can attest to the fact we have a good phone system in place, do you? If so, we can do that. We're going to assume you are looking for three business references that can attest to the fact our organization provides excellent customer service, meets its obligations, etc.... (essentially, character / business references). Please clarify if this isn't what you are looking for.

RESPONSE: This is correct. Please supply three references as to the quality of service your organization provides.

3. In addition to the several examples below, on Page 6, #2.5.7, 5th bullet point down, this feels like it's a question being asked of an IT provider versus a Tourism provider. We'll make it work of course... I just wanted to point out there are a number of places the language / question(s) being asked don't apply to what we are doing, so you may get additional questions if others are applying for this contract.

RESPONSE: Bullet point five should be struck as not applicable to the RFP.

4. "Contractor's Certification Regarding Drug Testing Program", is this required? That said, our group thought that the presence of this Certification might possibly be a mistake, inasmuch as we know this RFP was used previously when the county was seeking a CABLE & WIRING Services Provider. Since positions associated with CABLE & WIRING deal with equipment, power, etc... the Drug Testing Policy makes a ton more sense than for a tourism-services group who are, for the most part, office workers.

RESPONSE: Drug Testing Program is applicable.

5. In order to best develop a strategic response, can you provide the annual budget for these services requested within the RFP?

RESPONSE: Funds available under this contract are allocated based on Klamath County Code Section 603 available at <http://www.klamathcounty.org/depts/county counsel/CountyCode.pdf>. It is a portion of the transient room tax collected each quarter. For the period July 1, 2015 to June 30, 2016, the amount distributed for this purpose was \$430,841.18.

6. Will the marketing efforts outlined in the RFP support an existing communications effort or will this be a new initiative?

RESPONSE: The contract with Discover Klamath VCB is expiring at the end of the 2016 calendar year. The contract awarded under this RFP will replace this contract.

7. Will the marketing efforts that are outlined in the RFP work in conjunction with or separate from the Discover Klamath VCB?

RESPONSE: See answer to question #6.

8. What is the URL that the proposed marketing efforts will direct visitors to?

RESPONSE: The URL is unique to the entity the contract is awarded to. Klamath County does not intend control this as the URL could be associated with a marketing campaign.

9. *Section 2.5.6. Provide a description of your firm's approach to cabling and wiring services – I assume this text has been inadvertently carried over from a previous document. Can you elaborate on your intended needs as it relates to this line item?*

RESPONSE: See answer to question #1.

10. *Section 2.5.10. Provide rate schedule for project principals and/or class of technicians that could be used for common services – Can you elaborate on your intended requirements as it relates to this line item?*

RESPONSE: Question 2.5.10 and 2.5.11 should be struck as not applicable to the RFP.

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The documents for the above-referenced Project are modified as set forth in this Addendum. The original documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Contract Documents. ***Bidder shall take this Addendum into consideration when preparing and submitting a bid, and shall acknowledge receipt of this Addendum in the space provided on the Bid Form.***

Leslie Barlow-Hunter
Contract and Risk Manager

Please sign and return this Addendum with your Proposal.

Contractor Name

Date