



**ADDENDUM NO. 1
REQUEST FOR PROPOSALS 2023-051**

KITSAP COUNTY

TO: All Respondents
FROM: Glen McNeill. Purchasing Supervisor
CLOSING DATE: 11/17/2023 [UNCHANGED]
REF NO.: 2023-051 RFP Permit Process Review
DATE: 11/02/2023

In response to questions received and the depth, the following dates will Be modified as provided to assist in responding to the above referenced Request for Proposals (RFP):

Page 3: may we get a copy of Bauer Jones Study (comprehensive departmental review, 2005) regarding the permit review process and recommendations?

Posted: [Kitsap County Bids \(kitsapgov.com\)](https://www.kitsapgov.com)

Page 3: to what extent are current performance metrics captured and reported using available technology?

Kitsap County Department of Community Development (DCD) has an extensive data analytics inventory, including interactive internal and external facing dashboards. DCD external facing dashboards can be found on the [DCD Permit Timeframes & Statistics webpage](#) and include performance related to first review. DCD leadership monitors performance and reports to the collective leadership team weekly on their respective teams' performance using PowerBI dashboards.

Page 3 and 4: are you anticipating implementation assistance proposal to include staff development and customer outreach beyond the 6-month duration of the scope of work on page 3?

No. Kitsap County Department of Community Development requests consultant assistance in development of the implementation plan and if feasible, participation in initial implementation meetings.

Page 4: Insurance. Is it acceptable to state – for the purposes of proposal review – that we are fully insured per the contract requirements, and if selected, we will provide the certificates at that time? It seems premature to provide certificates with an endorsement naming the County before receiving the contract. Please clarify.

Yes. Current Certificate of Liability Insurance can be provided by the selected firm after notice of intent to award the contract but no later than December 1, 2023.

END OF ADDENDUM NO. 1