

CARSON CITY CULTURAL & TOURISM AUTHORITY
716 N. Carson St., Suite 100
Carson City, NV 89701
775-283-7682
<http://visitcarsoncity.com/contracts/>
RFP #1718-001

Addendum No. 1

Please make the following additions/changes/clarifications to the above referenced project due to questions received.

1. I just have quick question regarding the RFP document mentioned in the subject line. From what I understand from the description these proposals need to be turned in "in-person", is that the case or is email sufficient? n you provide the estimated budget for this project?

All proposals must be submitted in person or by mail. The Proposal must be received on or before 2:00 p.m. on December 8, 2017.

2. Who currently is the agency of record?

There currently is not an agency of record. Chris Kipp is serving as the acting Executive Director with direction from the CTA Board.

3. If applicable, how long have they represented the CTA?

Since October 12, 2017.

4. Did the CTA exercise all contract extensions?

There were no prior contracts as the CTA staff was led by an Executive Director until October 12, 2017.

5. Why is the CTA issuing an RFP? *The Executive Director retired on October 12, 2017 so the CTA Board is seeking an organization to direct CTA operations as defined in the RFP.*

6a. Does the \$130,000 budget (Page 2, 3.) include professional fees, printing, production, AND the advertising spend? The budget is for professional services only.

Printing, production and advertising are not included in this budget item.

6b. How much of this budget should be spent on finding an executive director?

The CTA Board is seeking only recommendations on the future organizational structure of the CTA once the contract period has expired. This recommendation may or may not include an Executive Director position. It is up to the organization leading the CTA to decide the amount of resources to commit to researching the recommendations.

6c. What part of this budget is dedicated to seeking out grants?

This scope of work is included in the professional services budget and it is up to the organization leading the CTA to decide the amount of resources to commit to seeking out grants.

7. Is it necessary to have a HARD copy delivered to you on Friday, Dec. 8 at 2 p.m. i.e. Fed Ex to you i.e. you indicate receiving a flash drive on page 1...or is a soft copy acceptable?

All sealed proposals must be received by 2:00 pm on Friday, December 8, 2017 in order to be considered. Please submit a hard copy and PC readable medium as directed in the RFP.

8. Is it a requirement to have an office in Carson City?

The selected proposer will not be required to maintain a separate office in Carson City but will have a designated space within the CTA office to perform the necessary duties as needed. A mutually agreed upon schedule of work performed on and offsite will need to be established.