

ADDENDUM # 1
TO
REQUEST FOR QUALIFICATIONS (RFQ)

Solicitation Name	Digital Marketing RFQ RFQ No. 2025.10.06 SRV
Date	10/17/2025
Addendum #	1
Purpose of Addendum	Posting questions and answers

Question:

1. As a California-based marketing agency, do we still need to obtain a Washington State Unified Business Identifier (UBI)?

A: The Library District does not specifically require bidders to obtain a Washington State UBI. However, bidders are all required to follow relevant state law. Please review the Washington State Department of Revenue’s website for thresholds and requirements for out of state businesses.

2. Could you please confirm whether Snow-Isle Libraries has existing creative assets, or if new creative assets will need to be produced?

A: The Library District has existing creative assets. The Library District has a graphic design team to update or create new creative assets.

3. Is there an incumbent agency currently managing this work?

A: Yes, there is an incumbent agency currently managing digital marketing services. The Library District’s contract with the incumbent will terminate at year-end.