

RFP#2023-019VF – ERIE COUNTY CULTURAL PLAN

Addendum 1: QUESTIONS and ANSWERS:

- 1. How involved are existing cultural organizations expected to be in this process? Is the aim that they will just be interviewed/consulted or that they will be active participants in the cultural planning process?**
 - Cultural organizations will be interviewed as part of the stakeholder groups and be part of the public input portion of the plan. They will also be encouraged to submit feedback via the survey. The Steering Committee will include the Greater Buffalo Cultural Alliance (GBCA) who will serve as representatives of cultural organizations.

- 2. Will the County be responsible for physically distributing the survey (i.e. at festivals or public events) or will that responsibility fall on the consultant?**
 - The County and GBCA may be available for events. The consultant may not need a presence at such events. The proposal may include an event coverage overview (type and number of events, frequency, duration, etc.)

- 3. For surveys conducted on paper, who is responsible for collecting and inputting that data into digital form?**
 - Public feedback will be primarily directed to electronic formats (QR code and/or links to the County website). Physical copies of the survey are expected to be minimal. The County can input physical copies into the digital format. Other comments (such as feedback on the draft plan) mailed to the County will be inputted by the County.

- 4. Is the Steering Committee pre-established? If so, who will be a part of it? In particular, will local, regional, state, national, and private funders be represented on the Steering Group or will it be the consultants' responsibility to liaise with them?**
 - The County will establish the Steering Committee. The exact composition has not been finalized. It is expected to include approximately 9 to 11 individuals representing local and regional agencies/groups, such as the Greater Buffalo Cultural Alliance, Visit Buffalo Niagara, the Community Foundation for Greater Buffalo, and the Erie County Arts and Cultural Advisory Board. It may include private funders.

- 5. Is the strategy intended to address the place of for-profit creative industries as well as not-for-profit cultural organizations?**
 - Yes.

- 6. Do all subcontractors need to match the insurance requirements, or just the prime?**
 - Only the prime must meet the County insurance requirements.

- 7. How much time will GBCA and/or Erie County DEP offer per week for admin support and/or counsel?**
 - A project manager from the Department of Environment and Planning will serve as the primary County contact for overall project coordination. In addition to being generally available via e-mail, bi-weekly updates with the Consultant will potentially be scheduled to allow for a

designated time period to touch base on the project. GBCA has also committed to provide administrative assistance, relative to guiding cultural organization input and assisting with project coordination including cultural organization interviews and feedback.

- 8. I'd just like to confirm that the proposal is to be sent in hard copy with a flash drive of a PDF. Is that correct? Just wanted to make sure there was not an electronic submission.**
 - Yes, that is correct.

- 9. The ranking/scoring indicates 10% for M/WBE participation. I could not find any indication that this is a requirement. However, we commonly work with local firms. I have searched the Erie County M/WBE resource for firms that focus on public engagement and it did not appear there were firms providing community and public engagement services. Are there firms that have expressed interest in working as subcontractors for this project? Suggestions/resource information would be appreciated.**
 - The Cultural Plan MWBE goal is listed in the RFP under "Funding" (page 11). The project's MWBE goal is at least 30%, as a condition of the Regional Council Award – Strategic Planning and Feasibility Study Grant from Empire State Development (ESD). This grant also enables the consultant to use the NYS MWBE list available at <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>. The proposer could try alternative trade search words. The Erie County EEO office may also be able to provide additional guidance.