

Request for Proposals (RFP) Operation of Western New York Workforce Training Center (WTC) Buffalo, New York

Addendum 1:

1st Round of Responses to Questions on the RFP – 29 April 2016

Q1. The appendix to the RFP notes a draft business model that suggests that a not-for-profit entity would be formed to operate the WTC. Has this been decided or is ESD open to other operating models?

A1: The draft business plan for the WTC is still preliminary; developing it was an exercise in trying to understand what could be established under one particular operating model. ESD is fully open and encourages other potential models by respondents, provided that they otherwise meet the overall goals and objectives of this solicitation (i.e., ultimately achieving a self-sustaining operator/operating model for the WTC).

Q2. Normally when you apply for a grant there is an indirect cost associated with the project, and a minimum/maximum per year for the award. Are we to use the operating budget as a template guide on page 62 and 63 of the RFP to establish our budget as an operator?

A2: The ESD operating subsidy/assistance discussed in the RFP (to assist while the WTC ramps up in its operations) would be negotiated on an annual basis based upon an approved financial plan/budget. It would ultimately be reconciled through an annual audited financial report at the end of each fiscal year.

While the operating budget set forth in the draft business plan is preliminary, it would be a good starting point to develop the required financial plan for your proposal. Nevertheless, respondents are free to modify/amend these estimates or develop their own proposed operating budgets based upon their unique knowledge and experience.

Q3. Will we be able to tour the building prior to submitting a proposal?

A3: An opportunity to tour the building at 683 Northland Avenue will be made available immediately following the Pre-Proposal meeting at 2:00 PM, May 11, 2011 at ESD's WNY office at 95 Perry Street. You must RSVP to attend the meeting; when doing so, please also indicate whether you desire to tour the building.

Please be advised that the building has not yet undergone any renovations and has not been in use for many years. Tour attendees should dress accordingly; particularly in their choice of shoes (i.e., avoid dress shoes).

Q4. Has the architect done any interior renderings?

A4: The WTC architect for the detailed design of the WTC has just recently entered into a contract with the Buffalo Urban Development Corporation (the property owner/developer). However, there are some concept site plans and floor plans that can give you a sense of scale of the 100,000 SF planned facility and these have been issued via an addendum to this RFP.

Q5. The RFP requires plans to comply with MWBE requirements, but the majority of expense will likely be for payroll; does this requirement make sense since the Operator will receive a turn-key facility and not be involved in construction?

A5: ESD is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 140-145 (“MWBE Regulations”). The MWBE goals are considered achievable given the number of potential categories that might be fulfilled through New York State certified MWBE firms (e.g., marketing, printing, legal, IT, audit, branding, grant writing, etc.). Respondents should adhere to the MWBE goals as stipulated in the RFP.

Q6. In regards to the hierarchy [of the WTC], when will the board be formed? Will the operator be picked prior to the Board formation and ED position being filled?

A6: The Operator will be selected prior to the formation of the board and will initially contract with ESD to provide the services contained the RFP. ESD reserves the right at a later date to assign the contract to an entity (existing or to be created). Should ESD decide to create a not-for-profit to oversee the WTC, it will not be established until a decision on an Operator and/or operating model is finalized.

Q7. The organizational structure states that there will be positions of Manager of Educational Services and Manager of Support Services, will these positions serve at the pleasure of the Board or will they brought on by the operator?

A7: The organizational structure included in the draft business plan for the WTC is still preliminary. Thus, the details and tenure of positions listed have not been finalized. ESD is open to consider other potential models/staffing plans suggested by respondents.