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Purchasing Division
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April 22, 2016

**RFP 16-1653FL: Professional Arts / Culture Research and Reporting Services
ADDENDUM No 1**

The following Addendum is issued to add to, modify, and/or clarify the Request for Proposals (RFP) documents. The items contained within this Addendum shall have the same force and effect as the original RFP documents. Proposers shall acknowledge receipt of this and any other addenda issued pursuant to this Request for Proposal in their proposal.

If you have submitted a proposal prior to receiving this Addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals will be opened on the date stated, in conformance with the additions listed herein.

Clarification Requests as submitted by Proposers

Item 1:

Question: We are curious why a state arts agency, the Rhode Island Council, is included in the list to study for business models.

Answer: Rhode Island is comparable to a big city, and their Arts Council has many aspects of what a larger city's council does.

Item 2:

Question: Within the business plan analysis, will the consultant be asked to assess the effectiveness of the various models as they relate to programmatic capacity?

Answer: Yes, the consultant should identify the pros and cons of each option and their opinion in light of their understanding of Manatee County.

Item 3:

Question: Will the consultant be asked to assess the "fit" of the various models to Manatee County and make specific recommendations based on this?

Answer: Yes.

Item 4:

Question: Will the 20+ cultural organizations in the County be involved in this process in any way? If so, what is envisioned?

Answer: The arts, culture, and heritage organizations have been integrally involved in the past year. What will be required is the perspectives of municipalities, businesses, and civic leaders,

(including school district, Economic Development Council [EDC] and Convention and Visitors Bureau [CVB]) so that these perspectives can be shared back to the arts, culture, and heritage organizations after compiled and analyzed.

Item 5:

Question: In addition to reporting on the analysis of the business plan models, will the consultant be called on to facilitate discussions leading to a selection of the business model of choice?

Answer: Yes.

Item 6:

Question: May an appropriate number of the biweekly meetings be conducted via WebEx or similar mode?

Answer: Yes.

Item 7:

Question: What is the budgetary ceiling on this project?

Answer: In regards to the consultant fee, the ceiling is \$20,000.

Item 8:

Question: The Background Information indicates the contractor will “identify, research, and synthesize data and information” (Section B.01). The Scope of Services indicates the contractor will research of various business models (Section B.02). Will the research focus only on the potential models, or does the Working Group *also* wish the research to include local (Manatee County) data and information about local context and needs?

Answer: Yes, the research will also need to include local data and information.

Item 9: (follow up to Item 8)

Question: If the latter is true (Manatee County research), does the Working Group have an expectation about the nature and extent of that research? For example, it could include a review of publically available data (e.g. cultural data, tourism data) or it could go deeper to include interviews with the more-than-20 arts organizations.

Answer: We have already had several meetings and "Artversations" and there are notes for these sessions. Yes on publically available data, yes to interviews with a reasonable number of civic leaders/organizations (Chamber, EDC, CVB, municipalities) and incorporate the work already completed with the arts organization. After that process, if points need to be tested, consultant can meet with the Steering Committee to determine if interviews with arts organizations would be helpful.

Item 10:

Question: What materials and information will the Working Group provide the contractor to support this work? For example, will they provide a framework, mission, and/or priorities to guide the contractor in the research? Has any data already been gathered? If the work will include interviews with local organizations, will the Working Group provide introductions?

Answer: The info gathered from "Artversations" and the research from other communities will be provided to Consultant. The Working Group will provide instructions for interviews.

All other terms and conditions of Request for Proposal 16-1653FL remain unchanged.

No additional questions will be considered after the issuance of this Addendum.

Proposals are to be submitted by **April 29, 2016 at 4:00 P.M.** in the Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Sincerely,



Ericka Carroll
Contracts Negotiator
MANATEE COUNTY GOVERNMENT

