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RFA# 18-35231
Artist-In-Residence Program

Receipt of Addendum 3

Date issued: October 5, 2018

Addendum No. 3 receipt

Questions asked prior to the Request for Information Cutoff, 5 PM on October 8, 2018, as well as answers to those questions are on the following pages.

I have received, read and considered the issues raised in Addendum No. 3. Kindly complete this document and return with your application.

Signature

Print Name

Print Title

Print Company Name

1. If there will only be volunteers, no staff, from [our organization] executing the terms of the grant and they will not be paid as all the requested monies will go towards rent and utilities is it necessary to submit form M/WBE101?

An M/WBE101 Form (The Staffing Plan form provided with Addendum 2) is required. As to the statement regarding rent, no rent is being charged to Operators for this grant. Budgets should reflect only the projected grant or other funds the entity anticipates using toward completing the grant services.

2. What about forms like the Iran Divestment form and the McBride Stipulation if they are not applicable to our organization? Does the form still need to be submitted?

Yes.

3. Pg7 section 4 asks for CV's of staff. We have no staff.

CV's/Resumes are meant to be for the individuals who will primarily be responsible for providing services to RIOC. If your organization has no staff, provide the same for the members of your organization who will be responsible for providing grant services.

4. I also have a question about the 8 1/2x 11 double sided paper. Should our answers to questions be printed on both sides of each page?

Yes.

5. Page 7 section 6 says that section XII should be included in Section 4. Is it section 6 or 4.

That is meant to be Section 6.

- a. Same page section 4. If you only have volunteers and no staff is a resume necessary for all of them?

Please see the response to question 3.

6. On page 6, section 2 the very bottom of the page what do you mean by key stakeholders?

Key stakeholders refers to residents, community organizations and visitors. Examples of key stakeholders are schools, such as PS/IS 217, the Child School and Cornell Technion; community groups such as resident associations; and non-profits such as those serving seniors, the disabled, and children.

7. On the vendor responsibility form they ask about our bonding capacity, and gross sales and I have no idea how to answer these questions.

Please do not use VendRep forms. They were not referenced in the RFA or the addenda, and are not a part of a response to this RFA.

8. Just wanted to know if M/WBE 101 should be submitted with the application listing those who will manage the proposed workspace. There won't be sub-contractors or salaried employees only volunteers.

See Answer to #1. Fill this out to the best of your ability given the structure of your organization. If clarification is needed, RIOC will reach out after the proposals have been submitted.

9. If the applicant Operator for the RIOC Artist in Residence grant is not utilizing any sub-contractors during the three year grant cycle, what forms in section XII of the application are required to submit?
The use of sub-contractors is immaterial to filling out the forms noted in Section XII. Regarding required submissions, as noted in Section XII #5 (on page 14) no submission is required for certification under State Tax Law Section 5-a. All other forms contained within the RFA, as an appendix, or provided in an addendum are required.
10. Where can the required forms referenced in section XII and XIII be found?
Please see Addendum 2, posted at <http://rioc.ny.gov/DocumentCenter/View/1744/18-35231-Addendum-2> . That Addendum was sent to registered applicants.
11. What is a “Non-Personal” good or service as related to the RFA?
Non-personal services includes supplies, utilities, communications and rent, subsidies and transfers, equipment rental, and debt service. Applicable non-personal services will be deducted from the grant budget before an M/WBE goal is placed.
12. Where is the Motorgate Gallery in relation to the studio space and how many art works are you looking to exhibit there at the annual gallery show and for what length of time?
Motorgate Gallery is approximately .3 miles north of the studio space. There is no set requirement for the exhibition of art work. Final details will be negotiated with the selected Operator.
13. Are any of your spaces, including the church and the Motorgate Gallery, unionized? If so, how does this affect the daily activities of our staff?
There are no issues associated with unions impacting the spaces.
14. On what date will the Artist in Residence Program officially begin?
RIOC currently anticipates that an award will be made in December 2018, and that the Operator will begin performing the grant services in early 2019. The final terms and expected timeframes will be negotiated with the selected Operator.
15. If we are chosen as the Operator will there be a clause in the signed contract that will contain a clear schedule of when our payments will be processed by RIOC, as well as a commitment clause that we will receive the payments by this date, pursuant to our submitting our quarterly reports on schedule? If so will there be a contracted date that the quarterly reports are due to be submitted to RIOC?
The contract will contain a schedule of payments and triggers. Disbursement will be subject to providing reports to the satisfaction of RIOC, the details of which will be delineated in the contract.
16. Will someone be onsite in your office on Roosevelt Island at 591 Main Street between the hours of 10am and 5pm to accept the hand delivered application for RIOC on October 17th or 18th prior to its due date of October 19th?
Yes.