



**City of Madison
Cooperative Enterprise Development Program & Fund Manager(s)**

UPDATED 03/10/2016

Request for Proposals (RFP) Questions & Answers

As questions are asked of City staff about the RFP we will post the answers for all interested parties information. In some cases similar questions are combined into one question.

Q) We will propose to be the fiscal agent for a group of community-based organizations (CBOs) for the technical assistance proportion of the Worker Cooperative initiative. As such, will we need to comply with the City's Affirmative Action ordinance? How will that then apply to the CBOs, who may receive \$15,000 or more as a project partner? Likewise, the sample contract would require us to meet certain insurance requirements; will each CBO that receives funds as a partner also need to meet the insurance provisions of the city contract?

A) The AA requirement will only be held to whomever we issue the check to. If the check is issued to your company, that will be the only one that will need to meet the requirement.

Q) Could you give us some guidance on Appendix B, item 6? Can funds be used to pay individuals or organizations who will be teaching or providing technical assistance as part of this project?

A) Yes if technical assistance will be administered by the chosen organization in partnership with another organization we will give approval for that work, assuming it is in keeping with the goals of the program and the City is comfortable they will be able to provide the services detailed in the proposal.

As the contract is negotiated with the chosen applicant we would request additional details about the partnership and a determination would be made on to how to best process payment for these services and how deliverables would be reported to the City.

Q) Because the project will be reassessed after the first 2 years, can we include more detail in the first 2 years, with less detail in the final 3 years?

A) Yes your description of years 3-5 can have less detail than years 1&2 with the understanding that after each year we will be evaluating the project and reassessing the needs.

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However, please make sure to demonstrate how your organization plans to raise funding outside of the City funding and how you plan to continue programming after the 5 years of City funding is completed. It is very important that we understand how the organization plans to continue to finance the work after year 5.

Q) Can we request administrative funds for the loan fund portion of the RFP?

A) Yes, we expect there will be some need for administrative costs to manage the loan fund. That being said, we are looking for organizations that have multiple funding sources and are working to create programming that will live beyond the funding provided by the City.

Q) How much money should go to administrative services?

A) We intentionally left out required percentages of funding for programming vs. administrative costs because we want applicants to tell us what their need is in creating a great program. That being said, we are looking for organizations that have multiple funding sources and are working to create programming that will live beyond the funding provided by the City.

Q) What about housing or investment cooperatives?

A) This funding is specifically for worker cooperative support and lending only. If you are interested in applying for this funding for another use we would accept the application but please understand the purpose of this funding is to grow the number of worker cooperatives in Madison.

Q) When will the loan fund be available to my business?

A) The RFP process happening right now. We expect the process to be completed by June of 2016. We would expect the loan fund to be available by September 2016.

Q) I am a business interested in converting to a cooperative. Is this money I can apply for?

A) No, this funding will be distributed to service providers who will then provide programming and a loan fund for worker cooperative businesses. The organization(s) chosen to partner with the City of this program will be the ones working directly with the businesses.