

- **Start Date:** Does the GDA have a desired start date for the Program Administrator? **We do not have a specific date but it would be best if the PA started in May. Early June would be the latest.**
- **Special Programming Contracts:** Will the Special Programming Contracts be finalized by the time the Program Administrator is engaged? **We expect that all of the contracts will be finalized, however one or two might be delayed.**
- **Special Programming Contract Operating Plan:** Will the Program Administrator have a role in providing input on or negotiating the outcome goals/target metrics outlined in each of the Special Programming Contract Operating Plans? **We have built in outcome goals/target metrics into the agreements, but we would be flexible and entertain any suggested changes if they make sense.**
- **Quarterly Reporting Infrastructure:** Does the GDA have an existing quarterly reporting form or system that the selected Program Administrator will use? Or will GDA want the Program Administrator to create the Quarterly Reporting Infrastructure? **We expect the PA to propose to the GDA a reporting infrastructure after they have met with the Program Managers and reviewed the program contracts.**
- **Program Administrator Budget:** Has GDA set a budget range or cap for the Program Administrator RFP? **No.**
- **Program Manager Invoice Processing:** Will the GDA be responsible for processing invoices and remitting payment to Program Managers? **We expect that the PA will receive and review the invoices from the managers and submit approved invoices to GDA for payment.**
- **Are program managers consultants, subcontractors, or organizations?** The organizations providing the programs are educational institutions, not-for profits, and even the federal government. Contractually they will be treated like service providers.
- **Do special programs run year-round? What are program timeframes for the special programs? Do you anticipate the program timeframes to just be when services are provided or will there some sort of follow-up services post-program?** The programs will begin after July 1, and each one has its own term within the overall one-year time frame for the overall GDA program. We anticipate that the Program Administrator will begin work prior to each of the programs beginning their operations. At the conclusion of each program the Administrator will provide a report on the program as well as recommendations relating to its renewal or other changes. We expect to be issuing an RFP for next year's programming in late summer/early fall. We expect the Program Administrator to inform that process.
- **Are special programs full time, part-time, or some combination of both?** Each one is different. Some are short term classes, some are providing business development consultations and some are ongoing marketing services throughout the year. Some of the terms with the program providers are still being negotiated. If I can provide more information I will post it on the website next week.
- **What are the special program types currently in negotiation?** Workforce development, business development and marketing. There may be one which is a capital improvement placemaking project.
- **What are the planned reporting mechanisms that program managers will use to track data and outcomes? Will GDA be providing tools and reports or will program managers have to determine what they will use to track and report data?** We are not providing a reporting mechanism or tools, however, the Program Administrator RFP describes the information we expect to be tracked by the Managers and provided to the Administrator.

- **How do you currently track your data reporting? What software do you currently use? Do you plan to leverage your current data collection resources for the special programs?** This is a new program for the GDA and we do not have a preferred software. We expect the Program Administrator to make recommendations.
- **What is the funding mechanism for special programs? Does the BID assessment pay for special programs or another funding stream (ie SBS, EDC, etc)?** The program funding comes from the GDA's BID assessment.
- **Can you elaborate on the term “legal requirements” as it relates to page 2, section h?** The legal requirements will be defined in each of the program contracts. This primarily refers to laws relating to BIDs, such as that all programming must benefit the district and its businesses. We will be looking at things such as where the programming is being conducted, how it is being marketed to district businesses, and if district businesses are participating.
- **Who will be required to handle program marketing?** Each participating program will be doing its own marketing. GDA may publicize and market the overall program.
- **Per page 5, section 5, can you define “infrastructure projects”? What types of projects do you envision will fall under “infrastructure projects”?** Currently there are two infrastructure projects in the overall program. One will not require Program Administrator oversight and reporting and one, for a Walk of Fame -type project is still in negotiation.
- **With the current COVID-19 pandemic, what are the current teleconferencing software does GDA can leverage to communicate the progress of the Special Projects to stakeholders, i.e. GDA Board, Advisory Committee, Industry Leaders, and politicians?** We have used Zoom recently but we would accept recommendations from the Program Administrator.
- **What authority will program administrator have over managers (hiring, firing, scheduling, etc.)?** The Program Administrator would be reporting on the activities of the managers to the GDA and would not be directly involved in the operations of the programs.
- **Will administrators have any input on vendor selection? Pre Existing vendors/partners?** We expect that the Program Administrator would make recommendations to the GDA for renewals of programs, but decisions regarding renewals, as well as the selection of new service providers through an RFP process, will be made by the GDA Board of Directors.
- **Who will the administrator report to at GDA, where do they fit in the org chart?** The Program Administrator will be a contractor reporting to the GDA President or a designated employee. The Program Administrator may be asked to provide overall progress reports to the Board of Directors or a committee of the board.