

**Ontario County Four Seasons Local Development Corporation  
(d.b.a. Finger Lakes Visitors Connection)  
Grant Administration and Management Services  
December 29, 2023 - Responses Due on 1/14/24**

**Purpose/Request**

Ontario County Four Seasons Local Development Corporation, d.b.a. Finger Lakes Visitors Connection is seeking proposals from qualified firms to provide Grant Administration services for a recently awarded Market NY Construction grant. The purpose of the solicitation is for grant administration services to assist Finger Lakes Visitors Connection in the administration and management of this project in compliance with all applicable requirements under the Market NY program offered by Empire State Development Corporation (ESD). Minority-owned & women-owned businesses are strongly encouraged to respond.

**Grant**

Finger Lakes Visitors Connection received a Market NY Capital Grant to create a “virtual museum”. The program interconnects the various historic markers and signs throughout the county into a “necklace” of stops. At each stop, AR (augmented reality) technology will tease the story of that stop. When these stops are virtually connected, they become a virtual museum of history for Ontario County.

This project is complex in that it requires a variety of service vendors, creative, technologically skilled artists with a reliance on historic resources. Additionally, there are project specific requirements for environmental reviews and assessments, interactions with the State Historic Preservation Office, grant paperwork fulfillment and timetable coordination needs for both production and reporting. Specific needs are outlined in the Services to be provided section.

**Details**

**Details on the program including the original grant application are available at  
[VisitFingerLakes.com/virtual-museum](https://www.visitfingerlakes.com/virtual-museum)**

**Contact Information**

For questions related to this RFP, please contact:  
Valerie Knoblauch, President and CEO, Finger Lakes Visitors Connection  
[Valerie@VisitFingerLakes.com](mailto:Valerie@VisitFingerLakes.com)  
585-394-3915

**Deadline for Responses**

RFP Issued: December 29, 2023  
January 14, 2024 (4:00 p.m.)  
Selection will be made on January 16, 2024

Responses submitted by email to:  
[Valerie@VisitFingerLakes.com](mailto:Valerie@VisitFingerLakes.com) and [Projects@VisitFingerLakes.com](mailto:Projects@VisitFingerLakes.com)

Finger Lakes Visitors Connection – Ontario County Four Seasons Local Development Corporation  
Virtual Museum – RFP for grant and administrative services.

12/29/23 – response due by 1/14/24.

Email Proposals to: [Valerie@VisitFingerLakes.com](mailto:Valerie@VisitFingerLakes.com) and [Projects@VisitFingerLakes.com](mailto:Projects@VisitFingerLakes.com)

**Grant Administration and Management Services**  
MARKET NY CFA – VIRTUAL MUSEUM, BLUE SIGN PROJECT

**To All Prospective Bidders:**

**Finger Lakes Visitors Connection (FLVC):**

FLVC is the official tourism promotion agency for Ontario County in the Finger Lakes of New York State. We are located at 19 Susan B. Anthony Lane, Canandaigua, NY 14424. Ontario County Four Seasons Local Development Corporation is the official name of the organization which was founded by Ontario County in 1984 for the purposes of improving the economy of Ontario County by promoting and developing the tourism industry of the county.

**About Ontario County:**

Ontario County is located in the Finger Lakes Region of New York State. The county is known as the Mother of Counties – as it is the original western New York county, founded in 1789. There are two cities in Ontario County – Canandaigua and Geneva. There are 21 supervisors representing these cities and the towns of Ontario County on the Board of Supervisors.

**About this RFP:**

The purpose of this request is to identify and retain a qualified firm to assist in the administration and management of this project in compliance with all applicable requirements of the Market NY program offered by Empire State Development Corporation. Most of the work will be completed during 2024. Final reporting will be by April of 2025.

**Submission Requirements:**

- Project approach – describe any elements in the proposed approach or the firm's project team that provide added value or uniquely qualify the firm for the project.
- Timetable for completion of project – including plan for ongoing checkpoint meetings and actions. Work must be substantially completed by January 15, 2025, with final reports between that date and March 30, 2025.
- Statement of qualifications – include at least two similar projects that have been completed.
- Relevant references – minimum of three that are aware of work experience.

Please note that a fee proposal is not being requested. The project budget has been set at \$29,625. We ask that you provide an appropriate project approach for the budget. Travel expenses and reimbursables should be included in the \$29,625 budget.

**Evaluation Factors:**

Understanding of the project

Familiarity and experience with Ontario County as a resource for compliance and completion

Management and availability (access) throughout the project

Timeline strategy to “beat the deadline” by a few months

Well articulated approach and method

Qualifications and references as demonstrated through past performance

WMBE status and ability to work with multiple vendors

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Past Experience working with 501c3 organization  
Added Value

**Services to be Provided:**

- Effective reporting and monitoring system for overall program progress, ensuring all deadlines are met, that the implementation of the technology is successful
- Assist in the project-specific environmental reviews and assessments, working in coordination with regulatory agencies from the local level to the Ontario County level to NYS as necessary.
- Collecting and assisting in submitting project compliance documentation & reporting information for each of the historical sign locations.
- Prepare project disbursement requirements confirming completion of requirements to access funds.
- Identify any additional resources or resource agencies which may be able to assist in and augment the successful completion of the project – both physically and fiscally
- Assist in any auditing request resolving any findings.
- Administering the committee process (scheduling, notices, minutes, etc.)
- Submit final scopes/designs for approval through the State Historic Preservation Office's Cultural Resource Information System (CRIS).
- Final program reporting and closeout.
- Other professional services (especially within the grant administration realm) as needed.

**Terms and Conditions:**

This RFP does not represent an offer or any kind of a commitment by Finger Lakes Visitors Connection to any respondent nor does it represent an agreement to pay for costs incurred in the preparation of a response to this RFP. Respondents are responsible for all costs of any kind, including any travel involved in the preparation of their respective proposals.

This RFP and the selected response to the RFP may become a part of the final agreement between FLVC and the firm selected to provide services as a result of the solicitation. FLVC shall own all materials submitted in response to the RFP.

FLVC reserves the right to refuse any and all bids without explanation.

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**Grant Administration and Management Services**  
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**RFP Response Sheet. Use this sheet as your cover page for the bid.**

Bidder Company Name:

Bidder Company Address:

Bidder Contact Information – lead for project

Name:

Email:

Phone Number:

Please Attach any qualifications and personnel based references.

Bidder Business Status

\_\_\_ is the bidder a certified WMBE in NYS (yes or no)

\_\_\_ is the bidder a not-for-profit organization (yes or no)

Past Experience with 501c3. Please give a couple of examples with specific NYS Grant administration if applicable.

Quote: Not to exceed: \$29,625

Note – all payments from FLVC will need to come at the completion of certain dates/milestones as established. No payment will be given in advance.

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Contact Information of Person submitting bid:

Signature:

Email:

Date:

P.S. if you decline to bid, FLVC would be interested in knowing why. Is it timing, capacity, abilities? Other \_\_\_ I decline to bid and want to share with you the reasons: (capacity; cost value; expertise; other?)

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BIDDER COMPANY NAME:

**Submission Requirements:**

- 1. Project approach** - General. Describe any elements in the proposed approach or the firm's project team that provide added value or uniquely qualify the firm for the project.
  
- 2. Familiarity with Ontario County as a resource for compliance and completion of the project.**
  
- 3. Describe the availability of management and availability throughout the project for questions, quick turn around requests, reporting, etc.**

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BIDDER COMPANY NAME:

**Statement of Qualifications/And References**

**1. Please note two projects that have been completed with similar requirements.**

Market CFA projects, capital projects are even more ideal as a reference (note that one of these should reference an environmental approval process)

**Project #1.**

Name of Project

Contracting Agency Name:

Local Project Director (who you worked for) – Main Contact

Relevant experience (can be attached)

Did this project involve environmental review (yes or no)

**Project #2.**

Name of Project

Contracting Agency Name:

Local Project Director (who you worked for) – Main Contact

Relevant experience (can be attached)

Did this project involve environmental review (yes or no)

**Relevant references - minimum of three that are aware of work experience.**

- 1.
- 2.
- 3.

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 MARKET NY CFA – VIRTUAL MUSEUM, BLUE SIGN PROJECT

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BIDDER COMPANY NAME:

**Grants Administration Budget: (Please use this form – add rows as you feel necessary)**

As indicated, the budget is firm at \$29,625. Please provide a rough breakdown of anticipated spending for this budget – including any funds which are anticipated to be out of pocket. Please align this with any reporting requirements – as are understood in your analysis of the Grant Disbursement Agreement.

Category	Subcategory if applicable	Proposed Spending	Comments
Out of Pocket Expenses	Travel for meetings		
Other			
<b>TOTAL</b>		<b>\$29,625</b>	<b>NOT TO EXCEED</b>

**Bidder Company Name:**

**Page 4. Timeline.** As a reference, please look at [VisitFingerLakes.com/virtual-museum](http://VisitFingerLakes.com/virtual-museum) This is the original Gantt Chart. Ultimately, we would look to our Grants Administration Partner to update and maintain this chart with realistic deadlines and deliverables. This chart was developed without specific expertise in grant administration and expert adjustments are expected and needed.

Timetable for completion of project - including plan for ongoing checkpoint meetings and actions. Work must be substantially completed by January 15, 2025, with final reports between that date and March 30, 2025.

**1. What is your plan for ongoing checkpoint meetings and actions? We request this timeline approach below. You can expand if necessary.**

Date:	Action:	Comment (if necessary)
Date:	Action:	Comment (if necessary)
Date:	Action:	Comment (if necessary)
Date:	Action:	Comment (if necessary)

ETC. (AS NECESSARY)

**2. Please share your timeline for completion of program (installation – and technologically working) to be completed no later than January 15, 2025.** Please use the same style as above and/or incorporate into one big table with the Action being noted either as a checkpoint meeting or a paperwork submission date - reporting; or other meetings as required.

**3. Reporting Deadlines. What deadlines are required – and specifically indicate the final reporting no later than March 30, 2025.** Please use the same style as above and/or incorporate into one big table with the Action being noted either as a checkpoint meeting or a paperwork submission date - reporting; or other meetings as required.



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**Submitting Your Response & RFP Timeline**

Bidders response to the RFP should address all points noted above and within this timeline:

- December 29, 2023. RFP sent out.
- January 3, 2024. Intent to bid may be sent; January 5, 2024. Any and all questions submitted for clarification. Responses sent to anyone who has indicated an intent to bid.
- January 14, 2024 by 4:00 p.m. Materials submitted, including RFP response sheet (Emailed to [Valerie@VisitFingerLakes.com](mailto:Valerie@VisitFingerLakes.com) and [Projects@VisitFingerLakes.com](mailto:Projects@VisitFingerLakes.com))
- January 16, 2024. FLVC will make decision and notify all candidates by the next day.
- January 18, 2024. Engagement to begin upon successful completion of contract.

**Submit to:** [Valerie@VisitFingerLakes.com](mailto:Valerie@VisitFingerLakes.com) and [projects@VisitFingerLakes.com](mailto:projects@VisitFingerLakes.com)

**Questions: 585-394-3915**