

# Summary of Pre-submittal Conference – RFP 1503VF, Feb. 4, 2015

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**The meeting began at 10:15am. Discussion items and Library responses:**

## **RFP Overview**

A brief overview of the RFP was provided highlighting its purpose, proposed contract term, submittal requirements, and non collusion certification. The reference in *Section 2.02 C* to Section 2.1 was corrected to read Section 2.01.

## **MS Word Version Available**

To aid in preparing a response, responders can obtain a Microsoft Word version of this RFP by contacting Ken Stone (using the contact information in Section 1.05, which includes email to [stonek@buffalolib.org](mailto:stonek@buffalolib.org) ).

## **NYS Minimum Wage Increase Proposal**

On January 21<sup>st</sup>, Governor Cuomo included a proposal to increase the minimum wage in New York State to \$10.50 per hour as of December 31, 2016. The Mayor of New York in his State of the City address proposed a \$13 per hour rate. The minimum wage is presently \$8.75 per hour and scheduled to rise to \$9.00 per hour on December 31, 2015.

The Library recognizes that these potential changes could impact the costs of the proposed services and the uncertainty as to what the final change may be (if there is any change) may make it more difficult to develop a multi-year cost proposal.

To address this while ensuring an apples to apples comparison, the Library would accept cost proposals (Section 2.02 F) based under current minimum wage law with a quantifiable statement describing how a change in the minimum wage would change the *Fee per day services are provided*.

As an example a responder could include a statement that:

*Fees per day of services* were developed under current law, including the current New York State Minimum Wage Law. Should future New York State or Federal Minimum wages increase above the rates under current New York State law, the *fee per day of services* may increase by up to        % (percent) of the percentage increase in the minimum wage for the period affected.

The percentage could range from 0 (zero) if the proposer foresees no impact on proposed rates, to 100% if the proposer foresees the *fee per day of services* increasing by the same percentage as the percentage increase in the minimum wage.

## **Can the Library provide a separate space for mentoring activities?**

The Library is willing to work with the provider on this topic. Our desire is to proactively work with youth and young adults towards successful use of the Library's resources.