**Question & Answer Summary**

**RFP #19-005**

**The Museum Shop at the New York State Museum**

**The New York State Education Department**

**July 16, 2018**

1. **Please provide monthly revenues for the last 3 years.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 2015 | 2016 | 2017 | 2018 |  |  |
| Jan |  $ 16,892.53  |  $ 20,808.56  |  $ 20,739.50  |  $ 15,793.94  |  |  |
| Feb |  $ 24,919.03  |  $ 34,684.34  |  $ 34,106.35  |  $ 29,568.96  |  |  |
| Mar  |  $ 33,527.98  |  $ 31,731.59  |  $ 30,428.35  |  $ 34,855.96  |  |  |
| Apr |  $ 33,068.86  |  $ 27,144.47  |  $ 35,863.33  |  $ 39,545.37  |  |  |
| May  |  $ 39,394.28  |  $ 41,946.92  |  $ 39,371.85  |  $ 47,315.82  |  |  |
| Jun |  $ 55,230.60  |  $ 51,153.53  |  $ 58,918.71  |   |  |  |
| July |  $ 31,307.12  |  $ 34,037.05  |  $ 33,607.18  |   |  |  |
| Aug |  $ 28,276.21  |  $ 29,912.11  |  $ 28,660.54  |   |  |  |
| Sep |  $ 19,675.46  |  $ 22,704.25  |  $ 20,973.31  |   |  |  |
| Oct |  $ 24,370.23  |  $ 26,635.62  |  $ 21,985.18  |   |  |  |
| Nov |  $ 24,717.55  |  $ 31,859.92  |  $ 31,839.60  |   |  |  |
| Dec |  $ 27,517.48  |  $ 33,443.17  |  $ 30,316.04  |   |  |  |
| Total  |  $ 358,897.33  |  $ 386,061.53  |  $ 386,809.94  |  $ 167,080.05  |  |  |

1. **Do the revenues reported also have beverage sales included?**

Yes. Current operator has a small beverage display cooler in shop.

1. **Who currently does the purchasing for the museum?**

The current operator, Event Network, Inc., employs merchandise buyers for the NYSM Shop.

1. **What is the current retail org structure?**

The company retail org structure includes:

President & CEO>

CMO, CFO, and EVPs of Planning, Product, Purchasing, Stores, Technology and HR> Regional Store Support Teams and Buyers>

Store Manager>Assistant Store Manager>

Sales Associate.