

Questions & Answers for RFP 2011-CL-9003 DD Wait List Strategic Plan Development

1. It states on page 7 that the offeror's plan should include a narrative for multiple funding years. Should proposed budgets also be provided for multiple years?

Answer:

No. Please only provide a budget for the proposed first year of the project.

2. What information does the Florida Agency for Persons with Disabilities maintain on individuals on its Waiver Wait List?

Answer:

While specific information on the Waiver Wait List is confidential, general information about the Waiver Wait List can be found on the Agency for Persons with Disabilities website. The Council encourages offerors to contact the Agency directly for additional information.

3. Is the Wait List information in a central registry? Or does each Area Office separately maintain this information?

Answer:

While specific information on the Waiver Wait List is confidential, general information about the Waiver Wait List can be found on the Agency for Persons with Disabilities website. The Council encourages offerors to contact the Agency directly for additional information.

4. Does the Wait List information provide a description of each individual's needed/requested services?

Answer:

While specific information on the Waiver Wait List is confidential, general information about the Waiver Wait List can be found on the Agency for Persons with Disabilities website. The Council encourages offerors to contact the Agency directly for additional information.

5. Is it possible to secure the APD Wait List information sans personally identifiable information?

Answer:

While specific information on the Waiver Wait List is confidential, general information about the Waiver Wait List can be found on the Agency for Persons with Disabilities website. The Council encourages offerors to contact the Agency directly for additional information.

6. On page 6 of the RFP, there is an expectation that the grantee will
 - a. “Identify, Develop and use as many forms of community support as possible”. Does FDDC offer any guidance or definition of “community support”.
 - b. “Develop projected budgets and timelines to serve all people on waiting list”. Can you please clarify what is meant by “projected budget” and “timeline”?

Answer:

- a. Community Supports: any form of assistance that is provided to a person or group of persons through non-governmental entities (i.e. non-profits, private or religious organizations).
 - b. Projected Budget: a financial document that provides anticipated costs for goods or services.
 - c. Timeline: a schedule listing the times in which certain events are expected to take place. For the purposes of this RFP process, a time line is needed to coincide with the proposed plan to perform tasks.
7. If the proposed research methodology involves participation of stakeholders for qualitative data gathering such as interviews/focus groups then will incentives (eg. Gas cards, gift cards) given for participation be considered an allowable expense?

Answer:

No. Gas cards and gift cards are not allowable expenses for Council funds.

8. Can we include costs of a laptop, audio recording equipment and analytical software, etc. under \$5000 in equipment costs?

Answer:

The Council generally discourages the purchase of the majority of the above mentioned items; however these items may be purchased as allowable expenses. It should be noted that if any of these items are purchased with funds received from the Council, the Council will retain the right to take possession of the equipment at the conclusion of the contract period (see Section 17.D Terms & Conditions, page 39 of the RFP).

9. Page 7, Description of Objectives...Asks to “include all proposed funding years in the narrative plan”. The RFP is for a 15 month period (August-November) with possibly 2 subsequent additional extensions for 12 months. If proposing activities beyond one year, what are the expectations from the grantee to address the effects of non-availability of federal funds on the implementation of the strategic planning activities after the first year?

Answer:

The time frame for the contract as listed in the RFP for this project should be used as a general guideline. The Council generally awards contracts for a thirteen (13) month period, which consists of 12 months of work completed by the selected provider and one (1) “dead” month at the end of the contract for administrative purposes.

10. Is the first contract year in fact a 15 month contract? If yes, how would you like us to prepare the budget?
- Would you like us to prepare a 12 month budget and another additional 3 month budget?
 - Since fiscal years usually run from July-June, how should the budget be prepared? Would you like us to prepare a budget for August 15-June 30 and then again from July 1-Nov 30?
 - Any other guidance is greatly appreciated.
 - If we propose additional years of proposed activities beyond November 2012, what budgetary details are expected for those years?

Answer:

- No. The Council generally awards contracts for a thirteen (13) month period, which consists of 12 months of work completed by the selected provider and one (1) "dead" month at the end of the contract for administrative purposes. It is recommended that offerors develop one (1) budget that covers the proposed work to be conducted within a 12 month time frame.
 - No. The Council operates on a federal fiscal year, which is October 1st to September 30th; however, the Council's fiscal year does not directly affect the selected provider and the terms of the contract. It is recommended that offerors develop one (1) budget that covers the proposed work to be conducted within a 12 month time frame.
 - Please refer to Section Six of the RFP (Terms & Conditions) for additional information about the budget.
 - The RFP asks for a budget narrative about proposed budgets for additional funding years. An actual budget for additional years of funding is not a requirement.
11. Can the RFP be made available in Word format so that all the forms and attachments (Page 11, 5 A-J) can be filled and submitted as per FDDC format expectations?

Answer:

Yes. The Council can provide the forms and attachments in an electronic format but not the template portion that contains the boilerplate and narrative. Please contact the Council office and ask for Carolyn Williams to assist you with this request.

12. Can the "other materials" part of the proposal (page 11) include letters of support?

Answer:

Yes. Although not required, additional information such as letters of support can be attached to proposals.

13. Can we include samples of prior work in the form of CD/DVD?

Answer:

No. Please do not include CD/DVD attachments to proposals.

14. On page 16, can the “source of match” in the budget be tentative (e.g proposed funding sought from other agencies)? Is there any expectation of evidence of that match in the proposal, or will the grantee be permitted some time after the award notice to gather the evidence of match?

Answer:

No. The Council does not expect offerors to provide evidence of match as a component of the proposal.