

## Questions Submitted For RFP # 2011-CD-9100 – Disability Awareness Language Arts and Literacy Resource Guide for Pre-Kindergarten and Elementary

1. What priority should be given in the guide to including the appropriate prekindergarten/elementary books distributed to Florida schools as a result of the recent book project of the DD Council?

**Answer:** *The books that were distributed as part of the Council's recent project should be considered as possibilities for the guide, but should be given no more or no less weight than other books. Each of these books was reviewed by FDDC staff and is consistent with the Council's philosophy on inclusion.*

2. What priority should be given in the guide to including appropriate books from the guide, Disability History and Awareness produced by the Florida Department of Education?

**Answer:** *The books that were included should be considered as possibilities for the guide, but should be given no more or no less weight than other books. FDDC staff did not review the selected books and, therefore, cannot state that they are all consistent with the Council's philosophy on inclusion.*

3. The proposal states that a 33% match is required for total project costs and that no more than 5% of the Match may be volunteer time of individuals who are not grantee employees. Please provide a more detailed description of the types of in-kind contributions and grantee incurred expenses that are allowed and those that are not allowed. Specifically, how can an applicant that is a sole proprietor meet this requirement?

**Answer:** *Examples of match that can be provided include, but are not limited to:*

- *Time provided to the project that Council funds do not cover,*
- *Reduced rates of service,*
- *You may decide to hire consultants (teachers, curriculum specialists, graphic artists etc.) If they do decreased hourly rate or work extra hours this can be charged as match.*
- *Indirect costs,*
- *Use of equipment – computer, graphics programs etc.*
- *Office space*

4. Will this contract be based on cost reimbursement or fixed priced fee?

**Answer:** *Fixed price*

5. This project only has a seven-month period for the completion of work. How much time must be allowed for final approval of the deliverable before submission of the final invoice?

**Answer:** *Invoices should be submitted with each deliverable.*

6. Property and personal liability insurance coverage is required with the Council named as co-insured. If an applicant is a sole proprietor working out of a residence, how can this requirement be met? If an applicant has personal liability insurance through membership in a professional organization, does this meet the requirement?

***Answer: Property insurance for a sole proprietor working out of their home can often times be covered by their homeowner's policy. Personal liability insurance through membership in a professional organization may be acceptable. A determination of the sufficiency of insurance policies is difficult to make without reviewing specific policy and coverage language. However, it is still required that the Council be listed as co-insured.***

7. What is the timeline for grant completion?

***Answer: The timeline is 7 months.***

8. How will the resource guide be distributed to schools? Will the Council do it? Or will we need to build distribution costs into our proposals? If so, will the Council share a list of schools that have the books that were originally distribute?

***Answer: The FDDC will distribute the guides to the schools.***