

**Response to Questions Received by the
Florida Developmental Disabilities Council, Inc.
Regarding RFP #2009-CL-7800
Shared Home Ownership Feasibility Study**

1. Non-allowable costs include out-of-state travel. Does that mean that Project Staff members, who live out of state, cannot be reimbursed for their travel costs to and from Florida?

Answer:

Project staff members, who live outside of the state of Florida can be reimbursed for their travel costs to and from Florida with prior authorization from the Council.

2. What are the current limits for per diem, travel etc?

Answer:

Approval to perform travel funded by the Council must have prior approval from the applicable Council staff and the Executive Director. An abbreviated version of the Council's travel policy can be found below.

Meal Allowance

The traveler will receive reimbursement of meals based on the departure and return time of a travel event. Such time criteria and meals allowances are identified below:

| Meals | Depart Before | Return After | Allowance |
|--------------|----------------------|---------------------|------------------|
| Breakfast | 8:00am | 10:00am | \$10.00 |
| Lunch | 12:00pm | 2:00pm | \$10.00 |
| Dinner | 4:00pm | 8:00pm | \$20.00 |

Lodging

- A traveler may not claim expense for lodging for overnight travel within 30 minutes of his or her official headquarters or residence, unless he or she obtains prior approval of the Executive Director with written justification.
- Lodging expenses will be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid. No one will be reimbursed for more than one lodging expense during any travel day unless fully justified in writing.
- Hotel rooms exceeding \$129 per night require justification by the traveler and prior approval by the Executive Director.
- FDDC will pay room rate for only the traveler.

Airfare

- Commercial air travel must be made by the most economical fare; early reservations are encouraged.
- All original receipts for travelers must be submitted with travel reimbursement form when requesting reimbursement.

Rental Cars

- Arrangements for rental cars must be made in advance by the traveler. Rental cars are to be used only for FDDC business. Renting a vehicle larger than class B (compact) requires justification by the traveler and prior approval by the Executive Director unless the car will be used to transport 3 or more individuals. Hybrid cars may be rented instead of compact car if cost effective.
- The original rental car receipt must be submitted with travel reimbursement form when requesting reimbursement.

Mileage

- All mileage from point of origin to point of destination and return, and when possible computed on the basis of the Official Road Map published by the State Department of Transportation.
- Vicinity and map mileage to conduct official business in the city of official headquarters or immediate vicinity will be reimbursed at a rate of \$.55 per mile (effective January 1, 2009) on an individual basis at the discretion of the employee's supervisor. This is the IRS approved rate for mileage.
- Mileage is allowed to the airport from actual point of origin when performing authorized travel.

3. The RFP indicates that all materials developed through the project shall become the property of the State of Florida. What accommodations are made for previously developed materials and copyright issues?

Answer:

Where activities supported by a contract produce original writing, sound recording, pictorial reproductions, drawings or other graphic representation and works of any similar nature, the Council and the Department of Health and Human Services shall have the royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, duplicate and disclose such materials in whole or in part, in any manner, for any purpose whatsoever and to authorize others acting on behalf of the Council to do so. The selected provider will be required to inform the FDDC task force manager of any copyrighted materials that are going to be used and submit them to FDDC for approval. If the materials so developed are subject to copyright, trademark, or patent, legal title and every right, interest, claim or demand of any kind in and to any patent, trademark or copyright, or application for the same, it will vest in the Council for the exclusive use and benefit of the Council. The Council retains the right, when the Provider signs the contract, to reproduce and distributed all copyrighted material (s) in perpetuity.

The Council can grant the selected provider permission to use information developed under the project for publication as long as the Council and the U.S. Department of Health and Human Services are acknowledged. The provider must seek written permission from the Council to change, alter, edit or revise original writing, sound recording, pictorial reproductions, drawings or other graphic representation and works of any similar nature, of Council approved materials

4. We are assuming monthly invoicing throughout the project. Is that accurate?

Answer:

The Council has the option to offer the selected provider either a fixed price/deliverable based contract or a cost reimbursement contract. Reporting requirements for Council contracts are usually quarterly or bi-monthly- depending on the type of project and the level of work to be completed. The Payment Schedule for Council projects is an item that can be discussed and negotiated as a part of Contract Negotiations.

5. Page 4, 1.2 Need and Purpose, last sentence - Is it the intention of the Council that the proposal should describe a specific home ownership model prior to the conduct of the feasibility study? If so, is the expectation such that the original model may be modified as a result of the research, since the study may prove/disprove its feasibility?

Answer:

It is the intent of the Council to select a provider who is qualified to conduct research and determine whether or not multiple individualized financing/ mortgages for single properties is a viable option for individuals with developmental disabilities who are interested in becoming home owners in their communities. The respondent is not required to describe a specific home ownership model in the proposal to be submitted to

the Council. The original housing model may be modified based on the results of the research. Please refer to Section 3: "Instructions to Prospective Offerors" (pages 8-11 of the RFP). More specifically, Section 3.1 through Section 3.8 list all items that should be included in proposals for this project.

6. Page 5, 1.3 Statement of Work, Research & Development of Feasibility Study, second line - Mention is made of an *assistive technology* feasibility study. Is assistive technology also to be included in this study of home ownership?

Answer:

The words "assistive technology" are a typo that Council staff missed when editing the RFP document, prior to publication. The use of assistive technology and/or the study of assistive technology does not apply to this project and should be disregarded.

7. Page 5, 1.3 Statement of Work, Development of Proposed Shared Home Ownership Pilot Implementation Plan - Please confirm our understanding of the following regarding the Implementation Plan: The proposal should contain only an *outline* of the implementation plan, while the completed plan (referenced here) would be submitted to the Council *if and when* the research supports the feasibility of the proposed model. Is this understanding correct? How much detail do you expect the outline to provide?

Answer:

This is correct. For the purposes of the proposal, the offeror will submit an outline of a proposed implementation plan. The actual implementation plan would only be developed if and when the research supported the feasibility of implementing such a model.

8. Page 9, 3.4 Description of the Proposed Plan to Perform Required Tasks, #4 - This item requests an estimate of the number of printed copies of the report to be submitted to the Council upon completion of the project. Nothing in the RFP indicates a minimum number of reports that the Council might require. Do you require a minimum number of reports for this project?

Answer:

Council staff intentionally did not list a minimum number of copies of the report to be submitted to the Council for this project. The RFP process is a formal bidding process and respondents are encouraged to submit their best "bid" for consideration. The final

number of copies of the report to be produced and submitted to the Council is another item that can be discussed and negotiated as a part of Contract Negotiations.

9. Page 6, 1.4 Terms of Agreement, first and second lines - The time frame for this project indicates a **13-month** period. Yet, the dates provided (May 1, 2009 - June 31, 2010) actually total **14 months**. It has been our experience that the Council typically awards contracts for a period not to exceed **12 months**. Should we use a 12-month period for budgeting purposes? If yes, which 12 months should we choose? (This clarification is important in establishing the budget for this project, since our fiscal year changes on June 1.)

Answer:

While the Council typically awards contracts for a period not to exceed twelve (12) months, the time frame listed in the RFP for this project includes additional time to allow the selected vendor to have a full twelve (12) months to actually conduct work on the project. The proposed contract start and contract end dates are estimated by Council staff and are subject to a number of outside variables. Respondents should develop their timelines in a manner which will allow them to have a full twelve (12) months to successfully complete the project. The actual contract start and end dates can be discussed and negotiated during Contract Negotiations.