

**List of Questions Received for
RFP 2017-HT-14500 Community-Based Housing Initiatives Study**

1. Is the Grantee match discussed on page 8, Section E of the RFP intended to apply to this consulting engagement?

Answer: A match requirement of not less than 33% of the total project costs is required for this proposal. Details on the match requirement for this project are provided in Section E, Budget and Budget Narrative.

2. Please provide information on how to access the document, “Housing: Serving the Diverse Needs of Community of Individuals with Developmental Disabilities in a Dynamic Environment” mentioned in Section 1, subsection 2 on page 5 of the RFP. We did not see it on your website?

Answer: Please [click here](#) to access “Housing: Serving the diverse needs of the community of individuals with developmental disabilities in a dynamic environment”.

3. The RFP asks for the number of hard copiers of the report that the contractor will provide. How many hard copiers are needed? Most people will want to download the report from the computer.

Answer: The Council is requesting that no less than 30 paper copies of the comprehensive report be produced.

4. What audience are you intending to address with the report? Is the report intended for advocates and policy makers to understand how to work with local and federal officials to obtain more available housing, or is the report geared more to individuals who will be trying to access housing?

Answer: The target audience of the comprehensive report is the Florida Developmental Disabilities Council and a work group of statewide stakeholders, who have an interest in addressing housing for persons with intellectual and developmental disabilities, but may not necessarily have background on this topic. Stakeholders will include housing professionals, advocates and individuals with intellectual and developmental disabilities and family members.

5. The RFP references key stake holders convened by the Council. Will the Council be responsible for selecting the key stakeholders, scheduling the meetings, and paying for the stake holders travel expenses, if any?

Answer: The Council will issue a separate Request for Proposals to recruit members for the stakeholder work group; plan and execute stakeholder meetings; manage meeting expenses; and complete other duties associated with the Council's objectives for the stakeholder work group.

6. Please provide more detail on the brief writing sample that you have requested. Do you want an example of a paper written by the respondent? An excerpt from a report?

Answer: The brief writing sample can include any previous work completed by the respondent that may demonstrate the skills pertinent to this RFP.