

**List of Questions Received for  
Invitation for Proposal 2018-CC-200  
Development of Easy Read Products**

1. Is there a specific guideline/format that FDDC uses for “Easy-to-read” documents?

**Answer: No. See the Scope of Work, 2, for the characteristics of Easy Read materials.**

2. It is suggested that while creating easy read content/copy to work with someone in the target audience. Will the FDDC provide point of contact to work with formatting of legal/report documents?

**Answer: The award of this contract is dependent on the offeror’s capacity and expertise to produce the intended products. FDDC will provide feedback to developed work and provide guidance on specific technical questions; however, the selected Provider will have the sole responsibility for synthesizing the original content for the intended audience.**

3. In the European Union there is a specific logo created to establish and identify all “Easy-to-read” documents. Is there an “easy-to-read” logo for the United States/State of Florida that differentiates these easy read documents from the originals? Or would the creation of an icon or logo specific to the FDDC be preferred within the program of work?

**Answer: No, there is no “easy-to-read” logo and creating a logo is not required.**

4. Will there need to be a difference in the way the documents are prepared for web viewing versus print? Meaning, do the documents for the web need to be interactive (interactive PDF or html, landscape instead of portrait, built-in navigation, accessibility features, etc.) or will a static, web-optimized version of the print-ready PDF be acceptable?

**Answer: A static, web-optimized version of the print-ready PDF is acceptable.**

5. Are there pre-determined specifications for print-ready files, such as using black and white, spot color or 4-color process, binding, size/quality of paper stock?

**Answer: No. These will be determined for each individual product. The selected Provider will not be responsible for the printing of products.**

6. Will the electronic source files for the original documents be shared with the provider? (Word documents and/or standard graphic design programs). This would also include any photographs or logos that would need to be used in Easy Read version.

**Answer: Yes, once the offeror's bid is selected and a contract is executed.**

7. Will the provider be responsible for generating new content for the FDDC Newsletters (in addition to creating the Easy Read version)?

**Answer: No.**

8. Is there a set timeline or deadline schedule for each document within the 12 month contract? For example, the Easy Read version of the newsletter may need to be available within days or even coincide with the publication of the FDDC newsletter. Or, it may be expected that the Easy Read version of the brochure be produced within two weeks of the awarding of the contract.

**Answer: Any deadlines will be determined and a work plan developed during contract negotiations.**

9. If there is a need for clarification or technical understanding in the documents (i.e., research studies and reports) will a member of the FDDC (or some other expert) be available to the provider?

**Answer: Yes**

10. What is the review process for the documents? Will there be a need for focus groups or peer-review?

**Answer: See the answer to Question 2. No focus groups will be needed and peer review may be utilized based on the developed product and subject area.**

11. The proposal states in the Scope of Work and Services to be Provided, Section 2, Letter d: Ensure that all Easy Read materials developed are limited to no more than 20 pages per developed content. Is that based on a standard 8.5 x 11 page size with standard font?

**Answer: Yes**

Is there any flexibility on the page count for alternate page sizes, large-print font, white space and large graphics?

**Answer: Yes**

Does the 20 page maximum include the cover, inside cover, inside back cover and back cover?

**Answer: No**

If the 20 page count is set, is there an option to provide online resources to compliment the printed materials or spreading the information of the materials over multiple books?

**Answer: Depending on the product, possibly.**