

**List of Questions Received for
Invitation for Proposal 2019-ADM-400
State Plan Development**

1. The IFP outlines multiple dates that require presentation of information/findings to the council. Is it a requirement that these presentations be in-person, or is there the possibility of video conferencing in for some of the presentations/discussions?

Answer: The requirement is that all Council presentations be made in person.

2. Are there set dates for the May 2020, Sept. 2020, and Jan. 2021 tri-annual council meetings already, if so what are they?

Answer: Official Council meeting dates have not yet been set for 2020 and 2021.

3. Is the order of steps on the development timeline negotiable/flexible? For example, if it would be in the funders best interest?

Answer: Only if the Council determines that it is in Council's best interest.

4. Does the funder have established connections to diverse networks (self-advocacy, family, others) and space that the selected entity can utilize for public input or would the contractor have to create such connections and research space options?

Answer: Yes, the Council has connections to diverse networks. The Council will provide the selected contractor with names and contact information for the contractor to make the best use of potentially available and free of cost venues.

5. On what date is the project period or contract period slated to start?

Answer: The Council anticipates executing a contract as quickly as possible upon direct notification of award. This project must be in contract prior to September 30, 2019.

6. Under "Sections for Offeror to Complete", Section 2 requires that a current sample of work must be provided and evaluated. It does not clearly say that this current sample is included in the page limit or exempt from the page limit

(though it is most likely exempt due to the 20-page limit). For clarification, is the work sample included in the page limit or exempted from the page limit?

Answer: The “current sample of work” is exempted from the page limit.

7. Regarding further the current sample of work, how would you like this submitted? Must we also send four (4) hard copies (to correspond with the four total copies of the response and the attachments that are required to be submitted) of our current sample of work or may we use alternative approaches? For example, due to the length of some of the projects that we would consider as a work sample, it may be more manageable for the review team to receive this information via a USB (or three USBs as opposed to three hard copies) or by (redacted) establishing or providing web link for these samples.

Answer: The “current sample of work” must be submitted via four (4) hard copies consistent with the response and attachment requirements on page 5 of the Invitation for Proposal. The “current sample of work” is considered as an attachment.

8. And also regarding work samples, may we provide more than one sample as we believe a few samples will show the diversity of our work and how we approach these large county, regional or statewide assessments and plans?

Answer: As stated on page 4 of the Invitation for Proposal, the provider must “Attach a current sample of work, preferably aligned with the scope of work to be provided in this project.” In keeping with the proposal specifications, only “a,” or one, sample of work will be reviewed and evaluated.

9. While it appears we are required to submit one original hard copy and three additional hard copies of our response and attachments, do you also want an electronic copy of our response and attachments in PDF format?

Answer: Proposers are required to submit one original hard copy and three additional hard copies of the response and attachments. An electronic copy and attachments are not required and will not be reviewed and evaluated.

10. Does the State Plan commence with the calendar year 2022? Or fiscal year? If fiscal year, does the FDDC follow the State of Florida fiscal year commencing on July 1, federal fiscal year commencing on Oct. 1, or a different fiscal year?

Answer: As stated on page 2 of the Invitation for Proposal, the next state plan will begin on October 1, 2021. The Council follows the federal fiscal year, commencing on October 1st annually, and ending on September 30th annually.

11. The 22-month project will cross fiscal years. Should the budget that we are required to submit be separated into fiscal years, calendar years or partial years if the project period will not be a whole number of years?

Answer: The proposer is not required to separate the budget into fiscal years. The budget narrative should sufficiently explain the funds to be used based upon the scope of work and services to be provided for the entire project.

12. A budget format is provided on Page 6 of 23 of the Invitation for Proposal. Must we use this “exact” format or is a similar format acceptable that includes all of the required information?

Answer: Proposers are required to use the Budget Request Format provided on page 6 of the Invitation for Proposal, following the instructions on pages 4 and 5 of the Invitation for Proposal.

13. At the top of Page 2 of 23, the section entitled Project Contract Type calls this a cost reimbursement agreement that is “based on review of deliverables that demonstrates a satisfactory level of performance and expenditures”. We seek clarification if this will be a contract strictly billed and paid on costs submitted once a deliverable is delivered or will this be billed and paid on a deliverable schedule with expenditures/costs provided as backup. Is there a deliverable/payment schedule or will that be developed once a provider is identified and negotiations begin with that provider?

Answer: A deliverable/payment schedule with specific deliverable items required for payment will be developed upon award and included in the contract for negotiation. The selected provider will submit the Council’s required Exhibit/Invoice form in conjunction with their deliverable content for cost reimbursement. Most Council contracts are on a quarterly deliverable schedule, and it is anticipated that the successful proposer’s contract deliverables will be based on a quarterly schedule.

14. This is a more subjective question: Based on the Sections for Offeror to Complete and the scoring rubric, it would appear that the FDDC’s focus is applicant capacity, history with similar projects and budget, and that the

expected response from offerors is about demonstrating this capacity rather than a creative proposal that exhaustively addresses how the critical activities on the timelines in Forms 5 and 6 will be achieved. Is this insight an accurate assessment of FDDC's expectations of an offeror's response?

Answer: This is correct.

15. Are the federal funds already secured for this project work or will they need to be approved once the successful vendor is selected?

Answer: Yes, federal funds are already secured for this project.

16. Is the Council able to make available to the successful vendor information from the current state portrait and state issues assessment for the elements requested in form #6, Item 1?

Answer: Yes, but this is only a portion of the extensive research that will be required to obtain current and new information and prepare this portion of the scope of work.

17. Since there is a strict page limit, and to increase readability of our proposal, may we use our standard format of 11 point Arial and 1.15 spacing? May we assume that our sample documents are not counted in the 20 page limit?

Answer: Proposers must adhere strictly to the requirements contained within the Invitation for Proposal, including the required format for submission (i.e., font size, space, and page numbers) as delineated on page 5.

Attachments beyond the 20 page response, as specified on page 5, Format for Submission, including "a sample of work," described in Section 2, page 4, are not counted in the 20 page limit.

18. Is it the Council's intent that the total hours and hourly rate and hours for each team member (as requested in Section 4, page 5) are incorporated into the Budget Request format table on Page 6, or can this be a separate part of the cost submission?

For the Salary row, may we provide the calculation of total hours x hourly rate for each team member?

Answer: Yes, all requested budget information should be incorporated into the Budget Request Format found on page 6. (See the response to question 12.)

Yes, the calculation of total hours x hourly rate for each team member is acceptable.

19. We take exception to language “ ... including but not limited to attorney fees ... “. Attorney fees are not covered by our insurance policy. How would you like us to submit that exception?

Answer: If a proposer fails to agree to the “Indemnification and Hold Harmless” requirements and submit the mandatory form, the Council retains the right to reject the proposal.

20. Are copies of prior research materials available (survey instruments, sampling plans, focus group moderators’ guide, etc)? If so, where can they be accessed?

Answer: See additional information, page 2, of the Invitation for Proposal. Selected materials, including some listed above, will be made available to the “winning proposer” upon successful negotiation and execution of the consultant agreement.

21. Was a second round of public comment found to be necessary in the 2014 planning process?

Answer: No.