



**List of Questions Received for  
Request for Bids 2026-AF-9500  
Aging Families Future Planning**

1. Is pilot-testing or beta-testing of the toolkits expected to be done?

**Answer: Pilot testing or beta testing of the toolkits is not expected during the time frame for this scope of work which ends on September 30, 2027. However, pilot testing is expected at a future date. "It is anticipated that additional funding will be available beginning October 1, 2027, and ending September 30, 2028, for annual continuation to convene the Stakeholder Workgroup, conduct pilot testing, and further develop and/or update tools and toolkits to incorporate pilot findings.**

2. Does the creation of toolkits mean that production-ready materials will be completed by end of the project period? Or, are published materials expected (e.g., print copies, electronic versions accessible on an internet-based platform)?

**Answer: Production-ready materials are not expected to be completed until after pilot testing and revisions during the anticipated second year of the project, contingent upon funding, that would end on September 30, 2028.**

**During the time frame for this scope of work, which ends on September 30, 2027, Item 4, Page 7, in the Scope of Work to Be Provided requires that the toolkits "minimally include brief tip sheets and a navigational map of planning options that reflect various preferences of individuals with I/DD and their families." At a minimum, editable print and electronic copies of these resources are expected.**

3. Is there a limit on the number of pages a submission may include?

**Answer: No.**

4. Are there formatting requirements for the bid submission (e.g., font type and size, spacing)

**Answer: No.**

5. Please clarify the intended primary users of the person-centered future planning tool(s) to be selected, adapted, or developed under this RFB. Does FDDC envision the tool(s) being designed for direct use by individuals with I/DD and their families/caregivers, for use by support coordinators or other professionals assisting families with future planning, or for both audiences? If both, should bidders anticipate developing separate versions or user guidance tailored to each audience?

**Answer: The primary users will be families/caregivers (e.g., parents, siblings, guardians). For the purposes of this Request for Bids 2026-AF-9500, bidders should anticipate developing a single version targeted to families of aging individuals with I/DD.**

6. If contract execution slips past Oct 1, does the “within 45 days of execution” clock and the fixed Q1 calendar (starting Oct 1) move together, or are Q1 deliverables anchored to fixed quarter dates?

**Answer: Yes, the date of execution will start Deliverable #1, and the two elements of the scope of work required “within 45 days of contract execution” are tied to the execution date. However, all deliverables must be completed within the time frame set forth in this Request for Bids 2026-AF-9500.**

7. What are the exact deliverable/invoice due dates within each quarter (e.g., X days after quarter close)?

**Answer: Deliverables and invoices are due within 10 business days following the completion of each Quarter.**

8. Can bidders see a fuller inventory/table of contents of ASK and Planning Ahead resources before bidding, given full content is shared only post-award?

**Answer: The following link, [IFP-2026-AS-9400](#), may be used to access page 4 of IFP-2026-AS-9400 for a description of the content modules, and Appendix A, pages 21–27, for additional samples.**

**The link to Planning Ahead can be accessed via the Council's website as indicated in Appendix A on page 10 of this Request for Bids 2026-AF-9500. This is the only resource pertaining to Planning Ahead available at this time.**

9. For the Stakeholder Workgroup is there a target/cap on size (i.e., number of members)?

**Answer: No, the Stakeholder Workgroup must be selected with input from Council staff and minimally include people with I/DD, family members (i.e., parents, siblings, guardians), and selected local and state representatives.**

10. What format (i.e., digital and print, digital only) languages, reading level, and accessibility/508 standards apply to the tip sheets and navigational map?

**Answer: At a minimum, editable print and electronic formats in English are expected. Consideration may be given to developing the products using the "plain language" approach. Section 508 of the Rehabilitation Act (29 U.S.C 794d) and Web Content Accessibility**

**Guidelines (WCAG) 2.0/2/1/ AA successful criteria shall apply to all digital and printed materials.**

11. Where on the budget form would project expenses such as stakeholder stipends, translation, graphic design, and travel belong?

**Answer: ‘Budget Items’ on the 2026-AF-9500 Budget Request Form may be added or deleted based on anticipated costs. Additionally, the line item for “Other” with a narrative of what is included, can be used for items outside of the “Budget Items” listed on the form.**

**It is important to note that “stipends” are unallowable expenditures under FDDC funding. However, participant support costs (e.g., personal care attendant) may be an allowable expenditure under FDDC funding. For guidance on other types of costs that are restricted or not allowed, see General Provisions for Selected Items of Costs of Uniform Guidance, 2 CFR 200.420.**

12. Is travel an allowable budget item?

**Answer: Yes, when reasonable and necessary. Travel will be paid in accordance with the FDDC Travel Policy.**

13. Will vendors have flexibility to exchange or substitute project personnel if the provided staff are offered at the same rate and with comparable qualifications?

**Answer: Yes, however, once the contract is fully executed, prior written approval from the FDDC is required for any personnel changes.**

14. The directions state that we are to “Calculate total hours to complete work and provide an hourly rate and total of hours for each team member involved.” Should we name the proposed team members as line items in the Budget Narrative?

**Answer: Specific team members are not required to be named within the 2026-AF-9500 Budget Request Form. However, “Person(s) Responsible” for “Scope of Work Prescribed Tasks” and “Bidder’s Qualifications to Deliver the Planned Scope of Work and Services” are required in the Bid #2026-AF-9500 Work Plan Template.**

15. Is it your preference that we provide a consolidated narrative using only the provided categories of “Budget Item,” or should we submit a granular line-item budget for each expense in the Budget Narrative?

**Answer: “Budget Items” on the 2026-AF-9500 Budget Request Form may be added or deleted based on anticipated costs. The “Budget Items” and associated “Budget Narrative” must be detailed enough for the FDDC to determine whether they are reasonable, allowable, and necessary and allocable to the intended programmatic purposes.**

16. In the “Person(s) Responsible” column, can we provide position titles and descriptions in lieu of named individuals?

**Answer: Yes.**