List of Questions Received for
Request for Bids 2026-AF-9900
Aging Families Future Planning

1. Are agencies that meet the request requirements allowed or encouraged to collaborate?

Answer: Yes, agencies can collaborate.

2. Upon initially applying, can the main person of responsibility be one person, subject to change once the agency is awarded the contract?

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

3. Can the decision makers put one or more agencies together, forming a collaboration to provide a seamless delivery of services, deliverables?

Answer: Yes, agencies are allowed to collaborate.

4. Is there a live or face-time introductory orientation session available for potential applicants?

Answer: No, the FDDC is not offering a live or face-time introductory orientation session for potential applicants.

5. If an agency is not familiar with certain formats, or tools, i.e., will the oversight committee/staff assist in providing information via Zoom sessions, emails, or phone calls?

Answer: Yes, the FDDC will conduct an introductory Zoom meeting with the selected Bidder and subsequently conduct regularly scheduled meetings throughout the contract period. The Stakeholder Workgroup will provide input and recommendations via the four meetings.

6. Is it expected for the bidding applicant to already have an existing relationship/association, membership, with the identified Florida-based resources, FDDC, APD, FDEA, ARC, any or identified University's, DD, ARC, ACL, AARP, and the State Council?

Answer: No, the FDDC does not expect the bidding applicant to have an existing relationship/association, membership, with identified Florida-based resources and organizations.

7. For the Bidders Qualifications line-item area, are you looking for academic degrees, job experience, future recruiting staff info., and the planned work & services all in the designated box?

Answer: Yes, the Bidder must identify the person(s) responsible and provide their qualifications to deliver the planned scope of work and services for each prescribed task.

8. Can the Stakeholder workgroup meeting be in one designated city/county or is it expected to be held in varies cities/counties, virtually only?

Answer: All Stakeholder Workgroups are expected to be held virtually.

9. Regarding the future planning tool(s), is the Year 1 expectation to produce:

- a completed tool for use by families,
- a prototype or draft tool,
- an online tool,
- a printable tool or toolkit, or
- recommendations and specifications for future tool development?

Answer: During the time frame for this Request for Bids, which ends on September 30, 2027, the "Scope of Work to be Provided" is discretely defined on Pages 6 and 7. Production-ready materials (i.e., develop and/or update tools and toolkits, conduct pilot testing, and revise based on pilot findings) are not expected to be completed until the anticipated second year of the project, contingent upon funding, that would begin October 1, 2027, and end on September 30, 2028.

10. If tool development is expected within this contract period, what level of completion should bidders anticipate by September 2027?

Answer: **See the answer to Question 9 above.**

11. Should bidders include costs for graphic design, web development, accessibility testing, or other production-related activities in the proposed budget?

Answer: See the answer to Question 9 above.

12. We did not see any language regarding a required match, cost share, or in-kind contribution. Is any match required for this project? If not, should the Budget Request Form reflect only the funds being requested from FDDC?

Answer: The Florida Developmental Disabilities Council, Inc. (FDDC) has set aside a maximum of $170,000 federal funds for a period not to exceed 10 months for fiscal support of this bid request. No match is required for this Bid, so only funds being requested from FDDC should be reflected.

13. Stakeholder Workgroup composition and participation costs. The Scope of Work requires convening a Stakeholder Workgroup that minimally includes people with I/DD, family members (parents, siblings, guardians), and selected local and state agency representatives.

13.a. Does the Council have an expected or preferred size and composition for the Workgroup, and does the Council envision it functioning as a community advisory body?

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. The role of the Stakeholder Workgroup is defined in the "Scope of Work to Be Provided."

13.b. Should the bidder's budget include stipends or honoraria for Workgroup members who are people with I/DD or family caregivers?

Answer: 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.

13.c. Should the bidder's budget include costs for meeting accommodations such as sign language interpretation, live captioning, or translated meeting materials?

Answer: Yes, if such accommodations are necessary for participation in the meeting. Also, see the answer to 13.b. above.

14. Language of deliverables and stakeholder engagement. Recognizing that the Council has published prior research products in multiple languages:

14.a. In what languages does the Council expect the deliverables under this bid — the environmental scan reports, the structured comparison tool, the summary report, and the Executive Summary — to be produced?

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.

14.b. Does the Council expect the Stakeholder Workgroup process itself to be conducted in languages other than English in order to include Spanish-speaking or Haitian Creole-speaking participants, or is the approach to language access left to the bidder to propose?

Answer: No, the Council does not expect the Stakeholder Workgroup process to be conducted in languages other than English.

14.c. For English-language deliverables, does the Council expect a plain-language version in addition to a standard professional-level report?

Answer: See the answer to Question 14.a. above.