**List of Questions Received for
Invitation for Proposal 2022-AS-7000
Research for a Statewide Access to Services Information System**

1. What constitutes "significant research?" Is IRB approval required for assessment activities (such as focus groups and interviews)?

   Answer: "Significant" refers to the range of geographic areas and populations (i.e., across the lifespan, full range of individuals with intellectual and developmental disabilities). The Council does not require IRB approval.

2. Can additional assessment tools be utilized to gather information about key resources beyond those described in the IFP?

   Answer: Yes.

3. Will all members of the Council be on the Steering Committee? [SOW 1. perhaps meant to say "comprised, at a minimum, with representatives from….." Council, Mailman, etc.]

   Answer: The Steering Committee must include, at minimum, 4 people representative of the Developmental Disabilities Network (i.e., the Council, the Mailman Center at the University of Miami, the Florida Center for Inclusive Communities at the University of South Florida, and Disability Rights Florida).

4. Who will be responsible for recruiting steering committee members and how will self-advocates be included?

   Answer: The Provider, in collaboration with the Council's Director of Programs and Contracts, will identify and recruit the Steering Committee members.

5. Who has ultimate decision-making authority for the project? How will decisions be made? Or will constructing this process be an objective of the first Steering Committee meeting?

> **Answer: The Provider, in collaboration with the Council's Director of Programs and Contracts, will be responsible for decision-making.**

6. The Comprehensive Review and Analysis identified types of services needed by persons with I/DD and their families, does FDDC anticipate additional services are needed that were not previously identified?

> **Answer: Yes.**

7. To what extent should this process include stakeholder's prioritization of needed services?

> **Answer: The research findings including stakeholder focus groups and/or structured interviews will drive the priorities.**

8. To what extent should needed services be identified according to population? (Persons on the Waiver, persons on the waitlist, persons neither on the Waiver or Waitlist)

> **Answer: Needed services should not be categorized by these variables.**

9. Focus groups and/or interviews throughout the state with stakeholders will be an important component of this assessment, can funding be utilized to compensate stakeholders, especially those persons with I/DD and their families for participating in focus groups/interviews? If not, can in-kind funding be used to support such efforts?

> **Answer: Council funding and match funding cannot be used to compensate any stakeholders, including persons with I/DD and their families. However, support services needed by individuals with I/DD and their families to participate in focus groups and/or interviews such as transportation, interpreters, or personal care assistants are allowable expenditures.**

10. What expansion activities are anticipated beyond September 2023? How does the Council expect to utilize the findings of this research?

Answer: We anticipate annual continuation activities, including, but not limited to the following: 1) finalizing content for an interactive information sharing platform, 2) providing assistance in identifying user-friendly web-based platforms, 3) continuing facilitation of the steering committee, 4) participating in development and/or delivery of any related training efforts, and 5) conducting evaluation activities if determined appropriate.

11. How are "family members" defined? Are other caregivers excluded (e.g., non-related partners, friends, paid caregivers). Persons with I/DD are not the subjects of project (i.e., project does not research persons with I/DD's use and sharing of information), although they would reasonably benefit from its products and success, correct?

Answer: While anyone can use the ultimate platform, we do not envision including paid caregivers in the research stage. The Family Care Councils and other Florida developmental disability family networks may include persons with I/DD and others in the participant pool.

12. What are expectations for "significant collaboration?" Are the networks and Family Care Councils aware of this project? Are the networks and councils to be compensated in some way by the selected entity as part of the project?

Answer: Yes, the networks and Family Care Councils are aware of this project. The networks may not be compensated. The Provider may choose to compensate the Family Care Councils for their participation in a facilitation capacity (e.g., assisting with outreach for focus groups and/or structured interviews). Family Care Council members may not be compensated in a participant role for focus group and/or structured interview participation; however, support services are allowable. (See #9)

13. SOW 2. Whose lifespan? the family members or persons with I/DD or both?

Answer: Primarily individuals with I/DD but community resources may include services and supports for family members.

14. SOW 2b. What is the format for presentation of findings (e.g., written report, oral presentation)?

Answer: Both.

15. Will it be allowable to operate under a fixed price- fixed fee reimbursement method rather than a cost reimbursement with a fixed payment method?

Answer: No.

16**.** Does fixed payment schedule mean payments on a time schedule, such as quarterly payments?

Answer: Yes.

17. Does the page limitation count towards word samples?

Answer: No.

18. Are contracted services or consultants allowable? (shown on budget request format as "if applicable")

Answer: Yes.