

**List of Questions Received for  
Bid 2024-ADM-9300  
Statewide Comprehensive Review and Analysis**

1. Part A. State of the State: Racial and Ethnic Diversity: Appendix A included Overall and Ethnic Diversity. Is there interest in Ethnic and Racial diversity by age or region?

**Answer: The bid only requires racial and ethnic diversity of the state population. The bidder may wish to collect racial and ethnic diversity by age or region for the purposes of the analysis of state issues and challenges, including analysis of the barriers to full participation for unserved/underserved groups of individuals with developmental disabilities and their families.**

2. Part A. State of the State: Poverty Rate: Appendix A included the population below the FPL by region, rural, and urban designation, sex and age. Is there interest in data related to levels of poverty (example: 150% of poverty, 200% of poverty and so on)?

**Answer: No. The bidder should use Appendix A as a point of reference.**

3. Part B. Portrait of the State Services: How will FDDC support the collection of interagency initiatives information/details? Will Key Informant Interviews be the main source of information related to the interagency initiatives?

**Answer: Yes, in addition to Council staff interviews.**

4. (p. 3, Project Description) – item (3) – “analyze and incorporate recommendations from the Council of the current state plan’s existing goals, objectives and/or activities that should be carried into the new state plan” – Where does this fall into the scope of work timeline? What is the specific deliverable? How is the availability of the Council’s recommendations assured?

**Answer: The Council will identify and document the current state plan key priorities at the September 2024 Council meeting. The Council’s approved recommendations will be shared with the winning bidder to inform their primary research.**

5. What is the yardstick for measuring “adequately describe, summarize, and/or include?”

**Answer: The winning bidder addresses each required element with appropriate citations.**

6. For Part B – is this exclusively about Florida’s population of persons with IDD? Is there an expectation that some comparison will be made (e.g., the nation, other states, Florida’s population without IDD)?

**Answer: Yes. There is an expectation that some comparison may be necessary to adequately convey the portrait of the state in Florida (e.g., National Core Indicators), in particular, when there are significant gaps in services.**

7. C.2.c – (p. 9-10) KII’s with at least the 23 mentioned organizations – can substitutions be made should an organization representative not be available and/or not agree to be interviewed?

**Answer: Only with Council staff approval should the entities not be available or agree to participate.**

8. C.3.a (p. 10) – must all primary data collection be conducted virtually? How will surveys be collected (online, in-person, etc.)?

**Answer: Yes. All would be collected electronically with the exception of the structured interviews held with Council members at the January 2025 Council meeting.**

9. How will focus group participants be recruited?

**Answer: FDDC will assist in identifying, promoting, and disseminating requests to participate in primary research activities to target groups of constituents.**

10. “Implement primary data collection efforts to solicit input from Council Staff and Council members”. What information does FDDC hope to gain from each of distinct groups?

**Answer: Council staff will share content knowledge pertinent for Part B the portrait of state services, including interagency initiatives. Council members will share personal experiences and challenges in addition to helping identify priority areas.**

11. For all Primary Data Collection, who will approve data collection tools and methods?

Answer: **FDDC's Chief of Programs and Research.**

12. What is the process and timeline associated with Presentation approvals for the Council May 2025 meeting?

Answer: **2 weeks prior to the scheduled Council meeting.**

13. For the workplan are due dates in the workplan fixed or can they be changed?

Answer: **The winning bidder must be able to perform the scope of work within the specified timeframes.**

14. FDDC staff/leadership and comprehensive review and analysis provider meetings are not included in the workplan, may those be added?

Answer: **The bidder is not required to include this element in the workplan. As with any award, there will be an expectation of staff monitoring and regularly scheduled meetings.**

15. May respondents add Tasks to the workplan?

Answer: **No.**

16. The previous CRA included data in addition to the included summations in Appendix A, B, and C. What process will be implemented with FDDC and the hired provider to confirm the scope of services in detail for data collection?

Answer: **After the bid is awarded, a meeting will be held to confirm the scope of services for data collection.**