

## RFQ 6100043911—Everyday Lives Conference

### Q&A

	RFQ Section	Question	Answer
1	Part III 9-A	<p>Coordinate and facilitate meetings and communications to identify and plan all logistics associated with conducting the conference.</p> <ul style="list-style-type: none"> <li>Are any of the planning meetings in person? If yes, how many are expected and where would they be?</li> </ul>	Six meetings are anticipated. One would be in person in Hershey/Harrisburg, the others could be conducted remotely.
2	Part III-9-L	<p>Distribution and collection at and/or after the Conference of evaluation forms developed by the Steering Committee and provide the evaluation forms to the Steering Committee by the forty fifth (45<sup>th</sup>) day after the conclusion of the conference.</p> <ul style="list-style-type: none"> <li>What is the format of the evaluation? Is the contractor responsible for tabulation and analysis of the evaluations?</li> </ul>	An online evaluation will be used. Paper forms will only be available for self-advocates, which would require hand tabulation but will be low volume (estimated 20-30 people). The Contractor is responsible for helping to set-up the online evaluation and compiling/tabulating the data received into a report. The Contractor is not responsible for analysis of the evaluations.
3		<p>Will there be CEUs for the conference? If yes, what support would be needed from the Contractor?</p>	No, CEUs will not be offered.
4		<p>What is the proposed award date?</p>	November 1, 2017
5		<p>Will the fixed monthly payment be calculated for only the number of active months which appears to be from approximately November 1 through February 28? If so will it be simply calculated by taking the total contract value divided by the number of projected months (4). If not, what activity do you anticipate being billed in the remaining months?</p>	The Cost Submittal does not include a fixed monthly fee; a fixed fee is required for Pre-planning, Conference Management, and Project Closeout tasks.