

CUSTOMER-FOCUSED RESEARCH STUDIES

RFP Questions and Answers

July 2, 2021

Q1: Do proposals need to be delivered on hard copy? If so, how many copies do you need?

A1: Proposals may be delivered via email or hard copy.

Q2: Is it okay for us to email the proposal to the contact listed in the RFP?

A2: Yes, proposals may be delivered via email.

Q3: Is the company that is awarded the contract able to use subcontractors (i.e. field agencies)?

A3: Yes, subcontractors may be used but must be identified in section 1.3 of Qualifications and Experience. (Refer also to clause 8 of the Sample Contract).

Q4: In terms of proposal structure, do you want two budget forms (for each study) or just one combining both?

A4: Section 4 on page 8 of the RFP asks responders to "Prepare an actual detailed budget (in table or spreadsheet format) for repeating this survey in early 2022." The repeated survey is the only study that should be included in a budget form with pricing.

Q5: It appears that the technical response sections do not include a workplan? Is there anywhere within the 12 pages (or appendix) that you want us to describe our approach or is that not needed in this proposal?

A5: A workplan is not needed for this proposal response. Sections 1.1 through 1.5 request information regarding qualifications and experience.

Q6: If the State shuts down on July 1, would the proposal due date be postponed?

A6: The Minnesota legislature appropriated funds for the Department of Administration and Governor's Council on Developmental Disabilities (GCDD) operations continued uninterrupted after June 30th, so the proposal date will not be postponed.

Q7: Does the GCDD have a vendor already in mind for this contract, or is it looking for a new vendor?

A7: Any qualified market research firm may submit a proposal and it will be evaluated by the GCDD Grant Review Committee pursuant to the evaluation process described on page 10 of the RFP.

Q8: Do both research studies (1 and 2 as listed in the RFP) include qualitative and quantitative studies?

A8: It is anticipated that both qualitative and quantitative studies will be needed for both studies.

Q9: Will the two studies be completed concurrently, or at different times throughout the Fiscal Year? Are there specific dates for deliverables/reporting?

A9: At this time, it is not anticipated that the two studies will be completed concurrently. The intersectionality study described as "2)" on page 7 may begin October 1, 2021 and the repeated 1962 study may begin in early 2022. Specific dates for deliverables/reporting will be negotiated with the contractor after the RFP is awarded.

Q10: Will the GCDD provide sample/list of respondents? In other words, does the GCDD have a list of customers it wants the surveys sent to?

A10: No, the GCDD does not provide samples or lists of respondents or lists of customers.

Q11: As for the second study – ‘Intersectionality of racial and ethnic communities, and developmental disabilities that leads to disparities across delivery systems, and program areas that include health care, employment, special education, and social services (e.g., home and community based waiver services), and related abuse and public safety responses’ - will this study have an initial phase/test phase that is qualitative – i.e. focus groups, 1:1 interviews?

A11: Yes, it is anticipated that the initial phase will include qualitative interviews or focus groups.

Q12: For the second study focused on intersectionality, do you have thoughts on the number of surveys (or a range) that you are looking for?

A12: The number of surveys will be negotiated with the awarded contractor.

Q13: For the intersectionality study, do you have priority research questions for this part of the study or a specific methodology in mind?

A13: The GCDD is open to various methodologies for completing studies. Section 1.2 of the Experience section (page 8 of the RFP) asks responders to include approaches such as “*narrative research, statewide household surveys, personal interviews, focus groups, phone surveys, online surveys, or other survey approaches.*”

Q14: For the intersectionality study, would you be open to exploring various data collect methodologies (other than surveys) for this part of the study? If those methods were more qualitative in nature (e.g. key informant interviews or focus groups), potentially with a smaller group of respondents, would your research goals be satisfied?

A14: Yes, but the GCDD may require a quantitative component. This will be negotiated with the awarded contractor.

The remainder of the questions relate to the repeat of the 1962 study, “Minnesota General Population Survey of Attitudes Towards People with Developmental Disabilities” that has been completed at five-year intervals in 2007, 2012, and 2017.

Q15: Section 4—Proposal Content of the RFP, part 4 asks for a Proposal Budget for a repeat of the attitudinal study done in 1962 and repeated in 2007, 2012 and 2017. Those tracking surveys were done among the general population of Minnesotans, regarding their attitudes towards people with developmental disabilities; however, under the statement *Budgeted tasks should include*, #2 states: “*Adapt the questionnaire that can be tested and used for a broad sample of individuals with developmental disabilities...*”

Our question is whether that statement belongs there, as [it appears the 1962 study] typically has not targeted people with developmental disabilities as respondents for these general population surveys.

A15: The budget for repeat of the 1962 study will not need to adapt the questionnaire to “target” people with developmental disabilities. The study will be a general population survey that will include all types of households. Since the budget only needs to include budgeted tasks for the repeated general population study, an addendum to the RFP will be issued.

Q16: Would study materials from previous research/years (Repeat of 1962 Research Study) be available to the company that is awarded the contract? If so, will materials such as Sampling Plan, Sample Weighting (if weighting was done in previous years), Questionnaire, etc. be made available?

A16: The previous questionnaire will be made available to the awarded contractor. An attempt will be made, after award, to acquire other data from the 2017 repeated study.

Regarding the most recent 2017 repeat of the 1962 study:

Q17: What was your response rate for that survey?

A17: The response rate is not available at this time. In 2017, there were 1001 respondents to the survey.

Q18: Did you have a targeted number of completes (or a sampling confidence interval) for the state and by region?

A18: No, however there were 1001 respondents to the survey in 2017.

Q19: Were there any other sub-populations or sampling targets that you had?

A19: The general population study was requested to match Minnesota demographics in terms of geographic location, ages of respondents, race and ethnicity, gender, etc.

Q20: Did you provide the sample for that survey or was that the vendor's responsibility?

A20: The sample was and will be the contractor's responsibility.

Q21: Were you satisfied with the population survey that was completed in 2017 (were there particular challenges that we should know about)? For this study, are there any reasons you would not be able to work with the vendor who did the prior study?

A21: The 2017 survey was satisfactory. Please refer also to the answer to Q7 above.

For the upcoming [2022] repeat of the population study:

Q22: Are there any regional or subpopulation sampling targets that you would like to consider?

A22: The general population study will again be requested to match Minnesota demographics in terms of geographic location, ages of respondents, race and ethnicity, gender, etc.

Q23: Would you be open to making wording changes to the questions or does the survey need to be implemented to exactly mirror the 2017 version?

A23: The GCDD is open to minor wording changes.