**RFA # 2023-2024.2.1a: Roommate-Matching Service**

**Additional Question & Answer Session August 18th, 2022**

**Questions & Answers**

**In the RFA on pg. 13, VI, the instructions say, “See DD Suite to download these documents.”  We do not see where to download them. Can you advise please?**

Answer: NCCDD apologizes for this statement being unclear.  You can access a list of these documents on the RFA webpage under Bidders’ Workshop Package List Item #7: Comprehensive Contract Attachments List, and you can access these documents in the Required Contractor Documents section at the bottom of the RFA webpage:

<https://nccdd.org/initiatives/apply-here-for-open-rfas.html>

An applicant is NOT required to submit these documents with their DD Suite application.  However, an applicant that is awarded the contract to do this work will be required to submit these documents prior to the contract being signed and executed. After NCCDD announces a funding award, NCCDD’s fiscal staff will send all of the document templates to any applicant that is awarded funding to do this initiative.

**How does a company properly submit a proposal for this RFA?**

Answer: The successful applicant must set up an account in DD Suite ([www.ddsuite.org](http://www.ddsuite.org)), follow the instructions and answer all parts of the application completely, and submit the application by the due date (5:00 p.m. Eastern Daylight Time on August 31st, 2022). The Bidders’ Workshop recording from July 12th has more information about each part of the DD Suite application and information about the Scoring Form that the Application Review Committee will use to score each application received in response to this RFA.

**What are the expected outcomes around the sustainability of housing plans?**

Answer: Objective 2 on Page 6 of this RFA says:

Demonstrate the value of a roommate-matching service as a way for individuals with I/DD to find a suitable and sustainable living arrangement and for families of these individuals to find a suitable and sustainable living arrangement for their loved one with I/DD.

This service will not pay for the cost of housing but is intended to help people with I/DD reduce their housing costs. Therefore, it will be important for the successful applicant to educate individuals with I/DD and their families on sustainable living arrangements where individuals with I/DD can afford the cost of whatever housing they choose to live in.

On a separate note about sustainability, NCCDD expects all initiatives to develop a sustainability plan to sustain the initiative beyond the NCCDD’s funding of it. All applicants must submit an initial sustainability plan as part of their application (it is Section 6 of the RFA in DD Suite), and this plan will evolve over the course of the initiative.

**Can an applicant submit charts and graphs?**

Answer: Yes. An applicant can submit an unlimited number of attachments in the Attachments section of the RFA in DD Suite as part of their application. These can include charts and graphs as well as letters of commitment and support, and any attachment will be considered part of the applicant’s official DD Suite application.