

**QUESTIONS AND ANSWERS**  
**RFA# 14-015**  
**Data Collection for Health Impact Assessment**

- Q1: It states on page 9 that allowable costs are promotional items. It says unallowable costs are food or even bottles of water. What are allowable promotional items that will assist in remunerating adult respondents to the survey? The target ages of 20-64 have competing demands on their time. What does the department envision?
- A1: Food and water are not considered promotional items but are considered unallowable costs. Promotional items may include items such as reusable water bottles and pens with the agency's logos on it.
- Q2: How long is the survey in terms of numbers of pages and numbers of questions?
- A2: The survey will be between 2 and 3 pages and will consist of 25 to 30 questions.
- Q3: Does the survey contain both open and closed questions or is it simply a Likert Scale, etc.?
- A3: The survey contains both open and closed-ended questions.
- Q4: Is this survey coming to us already translated into Spanish or is it expected that the contractor translate it?
- A4: The survey will be provided to the RFA recipient in both Spanish and English.
- Q5: How long is the focus group protocol in terms of numbers of questions expected to be asked in the group?
- A5: The number of questions will range between 7-10 questions and will be based on the results of the survey.
- Q6: Is this protocol already translated in English and Spanish? If not, it needs to be tested....
- A6: The protocol will be provided to the RFA recipient in both English and Spanish.
- Q7: Whom is going to conduct the text/content analysis on the focus group transcripts?
- A7: The Florida Department of Health in Hillsborough County will conduct the analysis.
- Q8: If transcription is required, is there a list of vendors DOH uses for English-Spanish transcription? Are there limits on what can be charged?

A8: There is no list of vendors for Florida Department of Health in Hillsborough County regarding English-Spanish transcription. The amount paid for the services will be determined by the recipient of this RFA.

Q9: Is the DOH providing the recording equipment for the focus groups or is this to be paid for out of the grant? If so, is this equipment supposed to return to the DOH after the focus groups?

A9: The RFA recipient will be required to provide or purchase their own recording equipment. Recording equipment is an allowable cost, and if the equipment bought is over the threshold of \$1,000 or more, the recipient of this RFA will return purchased equipment to the Florida Department of Health in Hillsborough County at the end of the contract term.