

**Questions and Responses for RFP 2010-IP-100
Training and Conferences
Posted on January 22, 2010**

1. Can funds be used for the following type of services?
 - a. Stipends for participating individuals or families to supplement local travel related expenses.
The provider may issue reimbursement for local travel-related expenses to program participants.
 - b. Speaker(s) fees and/or hotel accommodations for out-of-town presenters. **Yes**
 - c. Meal for conference participants and attendees. **Yes, if attendees are having meal as part of session.**
 - d. Babysitting for conference attendees. **No**
 - e. Personal care assistance for individuals with disabilities. **Yes, if assistant is always available for individual with disability.**
 - f. Activities for children of program attendees. **No**
 - g. Staff training. **Yes, as long as it is directly linked to the program under contract.**

Please see responses following items a-g above. Although the reply for many items is "Yes," this is a general answer. Keep in mind that any funds must be spent for services or materials directly connected to the event itself named in the contract. Matching funds may be used to pay for other expenses listed above. Finally, all expenditures for travel and PCA services must be spent in accordance with Florida Developmental Disabilities Council's policies.

2. Are funds disbursed prior to event or reimbursed following event completion?

Because most contracts under this RFP are cost reimbursement contracts, funds are disbursed (reimbursed) when a deliverable is submitted and approved. If funds are spent prior to the event, they can be reimbursed when deliverable and proper forms are submitted to the Council.

3. Can we contract with our employees to provide services on the day of the conference, separate from their routine schedule?

Pay for staff assigned to the project can be included in the budget for the hours they work on the project.