

**TAHOE REGIONAL PLANNING AGENCY  
ENVIRONMENTAL IMPROVEMENT DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)**

**Facilitation Services for the Tahoe Keys Control Methods Test  
Final Report and Symposium  
RFP 250004**

Response to Questions Received by the Deadline Stated in the RFP

1. The LTRA grant is attached to the RFP. Are there any requirements or process design considerations specific to the LTRA grant that need to be included in a proposal?
  - a. **Guidelines for use of, and invoicing for Federal funds are included below.**
  
2. Under page 10 of the RFP is: "Review of Proposals" #3: The specific recent experience of the bidder and its agents, employees, and subconsultants in auditing governmental entities and especially transportation entities. The Scope of Work does not call for agency auditing nor a focus on transportation policy or entities. Can you please clarify whether this criterion includes an error. If not an error, can you further clarify the auditing and transportation elements of the desired work?
  - a. **This criterion was included in error. Proposals do not need to address that criterion.**
  
3. Is the symposium described in Task 4 imagined to be a single event or might it be a series of events? Might work during the Symposium phase also include separate preparatory discussions with key stakeholders?
  - a. **The design and format of the symposium described in Task 4 is flexible. Bidders may submit their proposed design as part of their response to the RFP. The final design of the Symposium will likely be adapted by stakeholder feedback and can be finalized by the selected entity after work begins. This will allow the selected entity to utilize information learned/gathered during the stakeholder engagement process to shape the symposium design.**



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## Reimbursement Guidelines for TRPA Contractors

### Requests for Reimbursement Payments

- Claims for reimbursement must be submitted quarterly.
- Reimbursement will be made only on authorized items listed in the contract.
- Claims should have supporting payment documentation balancing to the amounts claimed for each category. Only authorized categories will be reimbursed.
- Payment documents should have the amount charged to the project circled or highlighted to show the amount requested for reimbursement.
- A purchase order is not considered proof of payment for back up documents.
- Reimbursement payments will be reviewed upon receipt and adjusted to correct errors, including but not limited to previous overpayments, mathematical errors.
- The recipient jeopardizes reimbursement of funds, future awards and faces possible termination of current award by not complying with the terms and conditions of the contract including the timely submission of all required claims.
- The final request for reimbursement is typically due no later than forty-five (45) days after the closing date of the grant. Unexpended funds can be reverted to TRPA.
- Payroll must have proof of payment and electronic and/or signed timesheets attached.
- The implementation of controls to avoid submission of duplicate invoices for reimbursement is the responsibility of the contractor.

## Proof of Expenditures Documentation

The following are examples of documents required as proof of payment. Submission of more than one of the examples listed may be necessary:

- Copies of recipients account system expenditure reports;
- Copies of credit card or bank statements;
- Copies of receipts;
- Copies of invoices, payments voucher numbers and project coding;
- Copies of cancelled checks;
- Copies of signed and/or electronic timesheets.

**Withholding of Funds** The funding will be withheld and/or disallowed when the program or project fails to comply with any term or condition of the contract. This includes, but is not limited to:

- Failure to attain goals and/objectives;
- Failure to adhere to guideline requirements, policies or special conditions;
- Improper use of funds;
- Failure to submit required report in a timely manner, including, but not limited to monthly or quarterly request for reimbursement forms, quarterly progress reports, or final evaluations;
- Failure to cooperate with staff or representatives in reviewing program and/or fiscal records;
- Failure to reconcile financial records, and closeout at the end of the project period;

## Budget Categories

**Personnel** This budget category includes salaries, overtime, fringe benefits, and employee-related direct costs. Bonuses, commissions, gifts, and incentives are not reimbursable expenses. The recipient agency must establish written policies and procedures addressing work hours, holidays, vacations, sick leave, overtime pay, compensatory time, termination, qualifications, written job descriptions, and equal employment opportunity. Subcontractors and consultants are not paid in this category.

**Time and Attendance Records** TRPA requires the maintenance of accurate time and attendance for all personnel whose salary is charged to the project. Agency officials are responsible for ensuring employees working on the program or project do not receive dual compensation and that supplanting is not an issue. When salaries are paid out of several different federal or state funding streams, please make sure to track hours worked per contract or grant. Ensure these records contain the following information:

- ✓ Employee's name and title
- ✓ Dates and hours charged to project
- ✓ Hourly wages
- ✓ Supervisor's or Project Director's signature
- ✓ Electronic copy of a timesheet is acceptable with a date stamp

**Required Information for Reimbursement** Attach supporting documentation for each claim demonstrating hours worked, gross salary, overtime, proof of payment, and benefits. Missing documentation will result in reimbursement delays. When overtime costs are not included in the approved budget, then a requested reimbursement for overtime cannot be approved.

**Travel** The travel category includes authorized domestic travel costs including air fare, mileage, lodging, and travel-related meal reimbursement expenses. Travel must be pre-approved within the budget, be directly related to the program or project, and take place within the performance period of the award.

Listed below are some general rules when traveling with federal and state funds:

1. Allowable travel and per diem rates are based on the current federal rates found at the GSA (General Services Administration) <https://www.gsa.gov/travel/plan-book/per-diem-rates>
2. GSA lodging rates do not include taxes or surcharge; however, these costs may be reimbursed with a receipt.
3. Submit copies of travel claims and all receipts with request for reimbursement forms in a timely manner, and definitely prior to the end of the contract period. **Generally, receipts are required for all expenses claimed, except for per diem meals and per diem incidentals.**
4. Other travel related expenses may be considered for reimbursement, including work-related telephone, internet fees, parking, tolls, etc. These types of expenses require a written explanation of the charges, receipts, and documented supervisory approval. Contact the TRPA staff with specific inquiries.
5. Travel costs do not include tuition, registration fees, or maintenance on vehicles.
6. The current contract does not allow for international travel.
7. If the city you are traveling to is not listed on the GSA website, CONUS rates will apply (Contiguous United States standard rates).
8. **The recipient agency** is responsible for any expenses not allowable by the contract.

**Training** If you have requested training in the budget, make sure that all training is approved in the contract, necessary for the success of the project, and the training must be for a project employee. Do not submit a request for reimbursement for training costs until training is completed, with all costs paid for by your agency.

**Supplies** Allowable operating expenses are defined as necessary expenditures not including personnel salaries, benefits, and equipment. Expenditures for this category are considered necessary for the operation of the program or project and are incurred during the performance period of the award. Please see below:

- Expenses include expendable supplies, rent/lease costs, telephone, cellular phone, printing, copying, software, training registration/fees, tuition fees.
- All purchases/payments in this category require receipts or invoices and proof of payment.
- Food and beverages are not allowable expenses.
- Alcohol is not an allowable expense. No costs associated with ANY event where alcohol is served or consumed are allowable.

**Equipment** Please note equipment is not allowed in this agreement.

### **Subcontract/Consulting Services**

This category includes services provided to the project by outside vendors under contract with the recipient. Subcontract/Consulting services must follow the TRPA Policy guide on the **required bid process**.

All subcontracts and consultants must be preapproved by TRPA. Please make sure to fill out the Subcontracts and Consulate Services form and turn it into TRPA. A SAM.GOV check will be performed for verification of all subcontractors and consulting firms' eligibility to provide services to a federally funded project.