

**Set #3 of Questions Received on 2013 RFSO for RDSP Outreach**

*Question 1*

When you talk of personal assistance, can you clarify the nature of the services which will be rendered as well as the related compensation?

*Response 1*

The terms of reference, section 6, (pages 18-20), outlines the statement of work, including the nature of the one-on-one assistance.

Section 8 of the terms of reference, (pages 21-22), outlines the financial parameters, including the compensation for per diems and pre-authorized travel and living and miscellaneous expenses.

\*\*\*\*\*

*Question 2*

Is an overall funding envelope established in advance is available for these contracts or is it by invoice?

*Response 2*

Contracts are negotiated with SOA holders on an 'as and when requested basis'. Sections 8 and 9 of the terms of reference, (pages 21-23), outlines the financial parameters, including that the specific scope, timeline and deliverables will be defined within each call-up issued.

\*\*\*\*\*

*Question 3*

When we talk about daily rates, I am not sure what to submit. For example: if I facilitated a session which lasted two hours, do I get \$100 or \$400 for this facilitation?

*Response 3*

In this example, at a per diem (7.5 hour/day) per diem rate for facilitation of \$400 (in the first year), this would be invoiced as follows:  $\$400/7.5 \text{ hours} = \$53.33 \text{ per hour} \times 2 \text{ hours} = \$106.66$ .