

## **Set #2 of Questions Received on 2013 RFSO for RDSP Outreach**

**Page 23 of the above-noted solicitation refers to "practical guide to outreach contracts". Is a copy of this available?**

The Guide to Outreach Contracts is currently being revised and will not be finalized until the negotiation of contracts begins. However, for context we are providing the following information.

The Guide to Outreach contracts covers the following topics:

- Invoices: Guidance on how to make a claim, supporting documents required, invoice template, how to treat taxes, moving money between line items, etc.
- Travel Guidelines: Summary of the government travel directives with respect to airfare, private vehicle usage, car rentals, accommodations, meals and incidentals.
- Facilitator Guide: Timeline for approvals, topics to include, acknowledgement of funding and copy of template.
- Advertising: Approval of ads, required wording, how to order publications from HRSDC and CRA, rules about exhibiting at conferences.
- Reporting Templates: Bi-weekly report requirements, sign-in sheets, mid-term and final report templates.
- Collection and Protection of Personal Information: Instructions and links to security forms.
- Links to GOC policies and Acts: Communications policy, Federal Identity Program, Contracting policy, Official Languages Act, Privacy Act, Service Canada policy, travel directives, etc.

The detailed content of the Guide to Outreach Contracts is not required in the preparation of a proposal.