

# General FAQs Related to Research RFPs

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See also Research RFP page at <https://www.modot.org/research-requests-proposal> for questions specific to individual RFPs.

## **Question #1: Are there any other restrictions on allowable expenses on proposals?**

**Answer:** Allowable expenses for all State Planning and Research (SPR) activities follow the guidelines as noted by the Federal Highways Administration (FHWA). The SPR guide [\[https://www.fhwa.dot.gov/publications/research/general/spr/index.cfm\]](https://www.fhwa.dot.gov/publications/research/general/spr/index.cfm) contains FHWA guidelines for the SPR funds. Also note the following list, which denotes appropriate expenditures for SPR funds.

### FEDERAL FUNDS ELIGIBLE COST TYPES

**Salary:** Based on actual time expended on work tasks at the current approve gross salary.

**Fringe Benefits:** Based on provisional rate, subject to audit, of direct salary costs; Rate is set on the basis of employer's actual cost for health insurance, group life insurance, retirement plan, workers compensation, holidays, FICA taxes, accrued costs for sick leave, vacation and other items included in the employer's approved fringe benefit package, to the total annual salaries paid. Rate is adjustable.

**Other Direct:** All direct, non-salary costs, must be directly related to work task and would include but not necessarily be limited to:

- Contractual Services
- Classified Advertising
- Data Processing
- Conferences
- Meetings
- Training and Seminars
- Postage and Shipping
- Printing and Reproduction
- Publication subscriptions
- Office Supplies
- Travel-Mileage, Lodging, Meals, Tickets, etc.
- Telephone Long Distance Calls
- Equipment Rental and Maintenance\*

GIS and Mapping  
Computer Equipment and Software\*  
Internet Websites

\*Must meet Federal and State procurement regulations and standards.

## **Question #2: Does MoDOT allow Graduate tuition and fees to be included in project budgets?**

**Answer:** Allowable expenses for all State Planning and Research (SPR) activities follow the guidelines as noted by the Federal Highways Administration (FHWA). The SPR guide located at the following link: <http://www.tfhrc.gov/sprguide/index.htm> contains FHWA guidelines for the SPR funds. Also note the list below, which denotes appropriate expenditures for SPR funds. Furthermore, the proposal should include qualifications of the principals as noted in Section (4), Paragraph (B). The Offeror should be able to perform all duties as noted in the proposal within the budget noted in Section (2), Paragraph (A).

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**Question #3: Can a research team subcontract out a portion of the work to a sub consultant?**

**Answer:** If a potential Offeror chooses to use sub consultants, then the information in Section (4), Paragraph (B) 3 must be included with the proposal. This section states, "...The Offeror must furnish a complete listing of each sub consultant, if any, and complete contact information for that sub consultant."

**Question #4: Do you have other protocols that you have reviewed that you feel would be a good starting point?**

**Answer:** All information regarding this proposal has been included at the following link:  
<https://www.modot.org/research-requests-proposal>.

Please contact the MoDOT Research Section Staff at [MoDOTResearch@modot.mo.gov](mailto:MoDOTResearch@modot.mo.gov) if you have questions.