



North Dakota Department of Public Instruction
Kirsten Baesler, State Superintendent
600 E Boulevard Ave, Dept. 201
Bismarck, ND 58505-0440

**APPLICATION FOR SELECTION OF
CONTENT SPECIALIST COMMITTEE MEMBERS
Revision Process: North Dakota Pre-kindergarten Content Standards
and Early Learning Guidelines**

NOVEMBER 17, 2017

The North Dakota Department of Public Instruction, Office of Early Learning (STATE), invites you to submit an Application for Selection to serve as a content specialist committee member to review and revise the North Dakota Pre-kindergarten Content Standards and Early Learning Guidelines.

1. Program Summary

The STATE is seeking qualified individuals who will serve as content specialists to review and revise the state's current Pre-kindergarten Content Standards and Early Learning Guidelines. The North Dakota Department of Public Instruction (NDDPI) Office of Early Learning, in collaboration with the North Dakota Department of Human Services (NDDHS), is starting a revision and adoption process of the North Dakota Pre-kindergarten Content Standards (Pre-k Standards) and the Early Learning Guidelines (ELG's). The Pre-k Standards were developed by North Dakota teachers and providers in 2012 and adopted by the Superintendent of Public Instruction in 2013. The ELG's were adopted by the North Dakota Department of Human Services in April 2006.

The STATE's intent is to establish a content committee for Pre-kindergarten Content Standards and Early Learning Guidelines. This committee will study North Dakota's multiple state and federal Standard documents which are utilized in various areas of the field, with many programs trying to use components of each to meet local, state, and federal requirements. The purpose of this committee is to align the Early Learning Guidelines with the Head Start Performance Standards, Kindergarten Standards, and the WIDA Early English Language Development Standards Ages 2.5-5.5 to the Pre-kindergarten Content Standards; with the intention all documents will be taken into consideration and aligned to create one state document to meet the needs of all early care and education programs.

2. Definitions

STATE	North Dakota Department of Public Instruction, Office of Early Learning
APPLICANT	Early childhood professionals and other content specialists
North Dakota Pre-kindergarten Content Standards	www.nd.gov/dpi/SchoolStaff/ECE/prekcontentstnrds/
Early Learning Guidelines	www.nd.gov/dhs/services/childcare/guidelines.html

3. Contact Information

Angela Thomas is the point of contact for this application process. Applicants must direct all communications regarding this Application for Selection to Ms. Thomas. Unauthorized contact with other employees of the STATE regarding the application process, may result in disqualification of the Applicant.

Point of Contact: Angela Thomas
Phone: 701-328-2317
Email: afthomas@nd.gov

4. Application Schedule

The following table lists the estimated application schedule that STATE will follow.

Application for Selection Issued	November 17, 2017
Applications Due	December 12, 2017
Evaluation Completed by Approximately	December 18, 2017
STATE issues Notification of Selection Approximately	December 20, 2017
Contract Start Date	January 15, 2018

5. Assistance to Applicants with a Disability

Applicants with a disability that need an accommodation should contact the point of contact for this application prior to the deadline for receipt of applications so that reasonable accommodations can be made.

6. Specifications

The Office of Early Learning is seeking early care and education professionals and content specialists for content-specific standards review and revision. The STATE seeks applicants representing the following areas:

- ECE professionals currently using the Pre-kindergarten Content Standards
- ECE professionals currently using the Early Learning Guidelines
- Be an ECE professional currently working in a state or local agency that supports birth through age 5 children and families
- Be an ECE professional currently working as a director or administrator in a local ECE program serving children birth to age 5.

7. Submission Information and Deadline for Receipt of Applications

Applicants must submit **ONE (1) ELECTRONIC/PAPER COPY** of their application via Mail or Email to the point of contact for this Application. Applications must be submitted no later than the date specified in the Application Schedule above. Applications should be addressed as follows:

Angela Thomas, Office of Early Learning
ND Department of Public Instruction
600 E Boulevard Ave, Dept 201, Bismarck ND 58505-0440
Email: afthomas@nd.gov

Applicants assume the risk of method of dispatch chosen. The STATE assumes no responsibility for delays caused by any electronic or physical mail delivery service. Failure to submit its application prior to the deadline may cause the application to be rejected. Late applications may not be accepted.

8. Description of Specific Tasks

Selected applicants will participate on the content committee, as content-specific committee members.

Applicants will be asked to perform the following activities:

- Attend facilitated workgroup meetings via face-to-face meetings, conference call, or online;
- Assist in aligning all documents to create one state document;
- Review all draft documents and provide feedback

9. Location of Work

The work is to be performed and managed in Bismarck, ND. The STATE will determine locations by the time selections are announced. Applicants are required to bring personal laptop computers to expedite project activities and enhance participation.

10. Experience

Applicants must meet prior experience requirements listed below. Applicant's failure to meet these requirements may cause its application to be rejected. Prior experience requirements are:

- ECE professionals currently using the Pre-kindergarten Content Standards
- ECE professionals currently using the Early Learning Guidelines
- Be an ECE professional currently working in a state or local agency that supports birth through age 5 children and families
- Be an ECE professional currently working as a director or administrator in a local ECE program serving children birth to age 5

11. Professional Requirements

At the time specified by the deadline for submission of applications, the applicant must have and keep current any professional licenses and permits required by federal, state, and local laws for performance of the Application for Selection. Applicants that do not possess required licenses at the time responses are due will be determined non-responsive.

12. Submission Requirements

The STATE discourages overly lengthy applications; however, in order for the STATE to evaluate applications fairly and completely, applicants must follow the format set out in this Application for Selection and provide all information requested.

Applicants must provide all documents, resumes, references or other information specifically required in this Application for Selection including:

- Cover letter;
- Completed Application Form, Attachment A;
- Current resume;
- Evidence that applicant is a North Dakota early care and education educator, program administrator, or state or local professional

13. Contract Dates

Applicants selected according to the requirements of the Application and evaluation outcome, will be contracted for a period beginning January 15, 2018 through October 31, 2018. Content specialists on the committee are expected to participate in each meeting planned throughout the contracted period.

14. Contract Budget

The STATE will provide a professional fee of \$225 per day plus reimbursement for meals, mileage and lodging (if applicable) at North Dakota state rates, for applicants serving on the content committee. The STATE will also reimburse substitute teacher pay up to \$110 per day, when applicable, to the school district or Early Childhood Program upon receipt of a signed Expense Claim for Substitute Teacher form, SFN 58965 by a school official. For Applicant to receive reimbursement, Applicant must submit an Expense Claim for Non-department Employee form, SFN 9007 with applicable receipts. If Applicant does not already have a W-9 Form with the state, they are required to submit a completed W-9 Form along with their signed Contract.

15. General Approval Information

A. Application Evaluations

All applications will be reviewed to determine if they meet all of the requirements. An evaluation committee will evaluate responsive applications.

B. Notification of Selection

Committee selections will be based solely on the evaluation outcome of scores received from the evaluation committee set forth in the Application for Selection. See Scoring Rubric, Attachment A.

The STATE reserves the right to adjust the size of the final committee membership to provide optimal benefit to the STATE's interests.

The point of contact for the Application will issue a written Notification of Selection and send copies of the Notice to all applicants who submitted an application. The Notification of Selection will set out the names of all Applicants and identify those selected per the specifications in the Application for Selection. The scores and placement of Applicants will not be part of the Notification of Selection.

C. Standard Contract Provisions

Successful applicants will receive a Professional Service Agreement (Contract) with the STATE. Applicants must review Attachment C, and notify the point of contact for the Application with any questions or objections before the application due date.

16. Confidentiality

Applicant shall not use or disclose any information it receives from STATE under the Contract that STATE has previously identified as confidential or exempt from mandatory public disclosure except as necessary to carry out the purposes of the Contract or as authorized in advance by STATE. The STATE shall not disclose any information it receives from Applicant that Applicant has previously identified as confidential and that STATE determines in its sole discretion is protected from mandatory public disclosure under a specific exception to the North Dakota public records law, NDCC ch. 44-04. The duty of STATE and Applicant to maintain confidentiality of information under this section continues beyond the term of the Contract.

17. Independent Entity

Applicant is an independent entity under the Contract and is not a State employee for any purpose, including the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, the North Dakota Unemployment Compensation Law and the North Dakota Workforce Safety and Insurance Act. Applicant retains sole and absolute discretion in the manner and means of carrying out Applicant's activities and responsibilities under the Contract, except to the extent specified in the Contract.

18. Conflict of Interest

Applicants must disclose any instances where any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g. employed by the State of North Dakota). The STATE reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the applicant's response. The STATE's determination regarding any questions of conflict of interest is final.

19. Compliance with Public Records Laws

Applicant understands that, in accordance with the Contract's Confidentiality clause (Section 16), STATE must disclose to the public upon request any records it receives from Applicant. Applicant further understands that any records obtained or generated by Applicant under the Contract, except for records that are confidential under the Contract, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. Applicant agrees to contact STATE promptly upon receiving a request for information under the public records law and to comply with STATE's instructions on how to respond to the request.

20. Right of Rejection

The STATE reserves the right to reject any application, in whole or in part. The STATE may reject any application that does not meet all of the material and substantial terms, conditions, and performance requirements of the Application for Selection.

Applicants may not qualify their response nor restrict the rights of the STATE. If an Applicant does so, the STATE may determine the application to be a non-responsive counter-offer and the application may be rejected.

The STATE may waive minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other applicants;
- do not change the meaning or scope of the Application;
- are insignificant, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision.

The STATE reserves the right to reject any application determined not to be responsive, and to reject the application of an applicant determined not to be responsible. The STATE also reserves the right to refrain from entering into an agreement if it determines it to be in its best interest.

21. Clarification of Offers

Communications by the point of contact for the Application or the evaluation committee are permitted with an Applicant to clarify uncertainties or eliminate confusion concerning the contents of an application and determine responsiveness to the Application for Selection. Clarifications may not result in a material or substantive change to the application. The initial evaluation may be adjusted because of a clarification under this section.

North Dakota Department of Public Instruction

APPLICATION FORM
AND
SCORING RUBRIC

Total Maximum Points Possible – 120
Minimum Points Required – 100

The Total Number of Points Used to Score this Application is 120

Twenty (20) Points per question assigned to the application.
Rating Scale (20 POINT Maximum per question)

Point Value	Explanation
0	None. Not addressed or response of no value
1-7	Fair. Limited applicability
8-20	Very Good. Substantial applicability

North Dakota Early Childhood Stakeholder Applicant:	Address:
Phone:	Email address:
ECE Representative:	

Please provide a response to each question below.

1. Why are you interested in participating in the standards revision process? (20pts.)
2. Explain the capacity you have to serve on this committee. (20pts.)

3. Describe your experience with State Standards/Early Learning Guidelines. (20pts.)

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4. Describe standards utilized in your program or programs in which you currently work. (20pts.)

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5. Describe your experience with creating lesson plans. (20pts.)

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6. Describe your experience with conducting child assessments. (20pts.)

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OVERALL TOTAL POINTS RECEIVED _____



**PROFESSIONAL SERVICE AGREEMENT
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION**

600 E BOULEVARD AVENUE
BISMARCK, ND 58505-0440
FISCAL MANAGEMENT Revised 10-2017

Contractor		Date	Contractor Telephone No.	PSA No.
Address			Contractor E-Mail Address	
Dates of Service	Dept. ID	DPI Project Manager	Project Manager E-Mail	Project Manager Phone No.
Scope of Service				
<p>Contractor Shall use its expertise and professional judgment serving as a Content Specialist Committee member to review and revise North Dakota Pre-kindergarten Content Standards (Pre-K Standards) and the Early Learning Guidelines (ELG's).</p> <p>This Agreement and Addendum is entered into by the Contractor and the Department of Public Instruction as specified above. The Contractor agrees to implement the tasks delineated in the Contract and will comply with all referenced terms and conditions of the Contract and Addendum.</p>				
Terms of Payment				
<input checked="" type="checkbox"/> Professional Fee <u>\$225 per day up to 9 days</u>				
<input checked="" type="checkbox"/> Travel - Contractor will be reimbursed at North Dakota State rates for meals, mileage and lodging expenses incurred during the performance of service (if applicable). (See State Travel Reimbursement Policy)				
<input checked="" type="checkbox"/> Other - Substitute Teacher pay up to \$110 per day (if applicable). Any additional costs will be the contractor's obligation.				
RENEWAL: This Professional Service Agreement will not renew.				
Contractors must submit form No. SFN 9007 - Expense Claim for Non-Department Employee, with the necessary receipts, to receive payment (Refer to State Travel Reimbursement Policy). All claims must be submitted within 30 days of service.				
Special Note: Reimbursement claims for services provided in June of any year must be submitted by July 15th.				
CONTRACTOR'S ACCEPTANCE			DEPARTMENT OF PUBLIC INSTRUCTION ACCEPTANCE	
Contractor Printed Name and Title			Printed Unit Authorized Name	
Contractor Signature	Date	Authorized Signature		Date
			Printed Fiscal Management Director Name Jamie Mertz, Director	
			Signature	Date
			Procurement Officer	

**ADDENDUM TO PROFESSIONAL SERVICE AGREEMENT
ISSUED BY THE
DEPARTMENT OF PUBLIC INSTRUCTION (STATE)**

TO

(insert Contractor name/address)

1. **Merger and Modification, Conflict in Documents:** This Agreement including the following documents, constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified within this Agreement. This Agreement may not be modified, supplemented or amended, in any manner, except by written agreement signed by both parties.

Notwithstanding anything herein to the contrary, in the event of any inconsistency or conflict among the documents making up this Agreement, the documents must control in this order of precedence:

a. The terms of this Agreement as may be amended;

2. **Assignment and Subcontracts:** Contractor may not assign or otherwise transfer or delegate any right or duty without STATE'S express written consent. CONTRACTOR has no authority to contract for or incur obligations on behalf of STATE. Subcontractors are not allowed.
3. **Indemnification:** The State and Contractor each agrees to assume its own liability for any and all claims of any nature including all costs, expenses and attorneys' fees which may in any manner result from or arise out of this agreement.
4. **Insurance:** Contractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

(May vary according to work being done)

1. Automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$250,000 per person and \$500,000 per occurrence.

The insurance coverages listed above must meet the following additional requirements:

1. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The amount of any deductible or self-retention is subject to approval by the State.
 2. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A-" or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A-" rating must be approved by the State. The policies shall be in form and terms approved by the State.
 3. The insurance required in this agreement, through a policy or endorsement, shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days' prior written notice to the undersigned State representative.
 4. The Contractor shall furnish a certificate of insurance to the undersigned State representative prior to commencement of this agreement.
 5. Failure to provide insurance as required in this agreement is a material breach of contract entitling State to terminate this agreement immediately
5. **Works for Hire:** Contractor acknowledges that all work(s) under this Agreement is "work(s) for hire" within the meaning of the United States Copyright Act (Title 17 United States Code) and hereby assigns to STATE all rights and interests Contractor may have in the work(s) it prepares under this Contract, including any right to derivative use of the work(s). All software and related materials developed by Contractor in performance of this Agreement for STATE shall be the sole property of STATE, and Contractor hereby assigns and transfers all its right, title, and interest therein to STATE. Contractor shall execute all necessary documents to enable STATE to protect STATE's intellectual property rights under this section.

6. **Work Product:** All work product, equipment or materials created for STATE or purchased by STATE under this Contract belong to STATE and must be immediately delivered to STATE at STATE'S request upon termination of this Contract.

7. **Termination**

a. **Termination by Mutual Agreement**

This Agreement may be terminated by mutual consent of both parties executed in writing.

b. **Early Termination in the Public Interest**

STATE is entering into this Contract for the purpose of carrying out the public policy of the State of North Dakota, as determined by its Governor, Legislative Assembly and Courts. If this Contract ceases to further the public policy of the State of North Dakota, STATE, in its sole discretion, by written notice to CONTRACTOR, may terminate this Contract in whole or in part.

c. **Termination for Lack of Funding or Authority**

STATE by written notice to Contractor, may terminate the whole or any part of this Agreement under any of the following conditions:

1. If funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the services or supplies in the indicated quantities or term.
2. If federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement.
3. If any license, permit, or certificate required by law or rule, or by the terms of this Agreement, is for any reason denied, revoked, suspended, or not renewed.

Termination of this Agreement under this subsection is without prejudice to any obligations or liabilities of either party already accrued prior to termination.

d. **Termination for Cause**

STATE may terminate this Agreement effective upon delivery of written notice to Contractor, or any later date stated in the notice:

1. If Contractor fails to provide services required by this Agreement within the time specified or any extension agreed to by STATE; **or**
2. If Contractor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms.

The rights and remedies of STATE provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

8. **State Audit:** All records, regardless of physical form, and the accounting practices and procedures of Contractor relevant to this Agreement are subject to examination by the North Dakota State Auditor, the Auditor's designee, or Federal auditors. Contractor shall maintain all of these records for at least three (3) years following completion of this Agreement and be able to provide them at any reasonable time. STATE, State Auditor, or Auditor's designee shall provide reasonable notice.
9. **Nondiscrimination and Compliance with Laws:** CONTRACTOR agrees to comply with all laws, rules, and policies, including those relating to nondiscrimination, accessibility and civil rights. CONTRACTOR agrees to timely file all required reports, make required payroll deductions, and timely pay all taxes and premiums owed, including sales and use taxes and unemployment compensation and workers' compensation premiums. Contractor shall have and keep current at all times during the term of this Contract all licenses and permits required by law.
10. **Notice:** All notices or other communications required under this Contract must be given by certified mail and are complete on the date mailed when addressed to the parties at the following addresses:

STATE	CONTRACTOR
Department of Public Instruction Tara Fuhrer 600 E Blvd. Ave., Dept. 201 Bismarck, ND 58505 trfuhrer@nd.gov 701-328-4646	Contractor Name/Address Phone Number and Email

11. **Applicable Law and Venue:** This Agreement is governed by and construed in accordance with the laws of the State of North Dakota. Any action to enforce this Agreement must be adjudicated exclusively in the state District Court of Burleigh County, North Dakota. Each party consents to the exclusive jurisdiction of such court and waives any claim of lack of jurisdiction or forum non conveniens.
12. **Compliance with Public Records Law:** Contractor understands that, except for disclosures prohibited in this Agreement, STATE must disclose to the public upon request any records it receives from Contractor. Contractor further understands that any records obtained or generated by Contractor under this Agreement, except for records that are confidential under this Agreement, may, under certain circumstances, be open to the public upon request under the North Dakota public records law. Contractor agrees to contact STATE immediately upon receiving a request for information under the public records law and to comply with STATE's instructions on how to respond to the request.
13. **Debarment:** Contractor certifies that neither the contractor nor their principals are presently debarred, declared ineligible or voluntarily excluded from participation in transactions with the State or Federal Government by any Department or Agency of the Federal Government. This part of the Grantee assurances is in accordance with Executive Order 12549 and 12689.
14. **Conflict Of Interest:** CONTRACTOR assures no Federal funds from the contract will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any department, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

If any grant funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any department, Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the Federal contract, grant, loan or cooperative agreement, the Contractor will complete and submit Standard Form LLL, "Disclosure form to Report Lobbying," in accordance with its instructions.

The Contractor will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

15. **Spoliation – Preservation of Evidence:** Contractor shall promptly notify STATE of all potential claims that arise or result from this Agreement. Contractor shall also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to STATE the opportunity to review and inspect the evidence, including the scene of an accident.

**North Dakota Department of Public Instruction
State Travel Reimbursement Policy for Non-employees**

Effective October 1, 2017

Travel reimbursement will be made according to ND OMB Policies 502-516 as outlined below. Payment for travel expenses that exceed the agreed upon budget must be approved by State's project manager.

Per Diem (Meal Allowance):

A contractor shall be reimbursed per diem for meals paid by the contractor while traveling at the request of the State, up to the allowable rates established below (meal receipts are not required.) A contractor will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the contractor must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. No meals are reimbursed if total travel status is less than 4 hours. Meals in the city of residence/employment and meals provided by a conference are not reimbursable.

Per Diem for travel within North Dakota	Per Diem for travel outside of North Dakota
The maximum meal allowance for each quarter: \$ 7.00 1 st Qtr, 6:00 am to 12:00 pm (20%) \$10.50 2 nd Qtr, 12:00 pm to 6:00 pm (30%) \$17.50 3 rd Qtr, 6:00 pm to 12:00 am (50%) \$35.00 Maximum per day reimbursement for meals	GSA meal allowance rates for city of destination: http://www.gsa.gov/portal/category/100120 . Same quarterly breakdown as in-state allowance.

Lodging:

Copies of itemized lodging receipts are required. State will not reimburse incidental expenses (e.g. movies, phone, etc), however, applicable taxes are reimbursed. Travelers need to exercise diligence in securing hotel rooms at the best possible rate.

In-State Lodging	Out-of-State Lodging
Lodging costs should follow the same rates as State employees whenever possible: see State rates below.	Lodging costs are reimbursed at actual costs.

Exception: Amounts shown below are 90% of the published GSA rates, and the maximum reimbursable rate that can be claimed, plus applicable state and local taxes. Rates are dependent upon location of stay.													
City	Counties	2017			2018								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
All other	All other	83.70	83.70	83.70	83.70	83.70	83.70	83.70	83.70	83.70	83.70	83.70	83.70
Williston	Williams, Mountrail, McKenzie	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60	84.60

Transportation:

- ❖ In-state mileage for personal car use is reimbursed at \$.53.5 per mile.
- ❖ Reimbursements for airline ticket or other travel must be specified in the contract. Contractor will be reimbursed for coach class tickets and must exercise diligence in securing the best possible rates. Receipts showing flight itinerary are required.
- ❖ Luggage fee will be reimbursed only for the first piece of checked luggage unless specified in the contract.
- ❖ **Car rental is not an allowable expense.**

Misc:

- ❖ All allowable travel expenses (other than meal per diem) greater than \$10 must be documented with itemized receipts (luggage, taxi etc.)
- ❖ Tips/gratuities will not be reimbursed.
- ❖ Parking fees at a motel/hotel or an airport require a receipt and will only be reimbursed for overnight travel.
- ❖ Contractors are requested to submit reimbursement claims within 30 days of travel. Due to year-end accounting requirements, June travel expenses must be submitted to NDDPI no later than July 14th of any year.
- ❖ Contractors submit reimbursement claims on State form # SFN 9007; include dates of travel and, if claiming per diem, include time of departure from home (office) and time of return to home (office).