



**Solicitation Information  
February 16, 2016**

**RFP# 7550303**

**TITLE: State Pre-Kindergarten Program Evaluation**

**Submission Deadline: March 16, 2016 at 2:00 PM (ET)**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, February 29, 2016 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

Gail Walsh  
Chief Buyer

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

***Request for Proposals (RFP)***  
*(RI State Pre-Kindergarten Program Evaluation)*

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to conduct an external program evaluation of the RI State Pre-Kindergarten Program, in accordance with the terms of this solicitation and the State of Rhode Island's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

**INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED. The "Official" time clock is in the reception area of the Division of Purchases.

It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror's proposal and the subcontractor(s) to be used are identified in the proposal.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or [Dorinda.keene@doa.ri.gov](mailto:Dorinda.keene@doa.ri.gov) . Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or via email [raymond.lambert@doa.ri.gov](mailto:raymond.lambert@doa.ri.gov).

## **BACKGROUND/OVERVIEW**

### **Overview**

In response to President Obama's call to expand access to high quality pre-school to every child in America, Congress appropriated \$250 million for the Preschool Development/Expansion Grant in fiscal year 2014. In October of 2014, along with 34 other states, the Rhode Island Department of Education (RIDE) submitted what was determined to be a winning application. RIDE will receive \$19 million dollars over four years to expand its high quality State Pre-Kindergarten Program (Pre-K). As one of only four state preschool programs in the country that meet or exceed the nation's highest quality benchmarks as measured by the National Institute for Early Education Research (NIEER), the Rhode Island State Pre-K is recognized as a national leader in the development and implementation of high-quality preschool programs.

Through a combination of high-quality design, Comprehensive Early Childhood Education (CECE) program regulations, competitive selection, regular monitoring, comprehensive supports, and ongoing external evaluation, Rhode Island actualizes its commitment to a High-Quality State Pre-K Program. The state's long-standing efforts to create a coordinated early childhood system have positioned Rhode Island to use the federal Preschool Development Expansion Grant resources to significantly increase enrollment of four-year-olds in Pre-K in high need communities and to build and enhance the state Pre-K Program infrastructure.

Rhode Island's Pre-K Program uses a mixed delivery system that includes public schools, Head Start programs and community-based child care programs that operate in eight communities across the state. Rhode Island requires and supports all state Pre-K funded classrooms to achieve the same high-quality standards, regardless of setting. Rhode Island will expand from its current 33 Pre-K classrooms to a projected 53 Pre-K classrooms in FY17, and to 60 Pre-K classrooms in FY18 – FY19.

In order to understand the quality of the State Pre-K program and its impact on children's learning and development, RIDE will use federal Preschool Expansion Grant dollars to fund an external evaluation.

### **RI's Model for Program Evaluation**

Rhode Island is committed to evaluating its state Pre-K Program to determine the impact on child outcomes. This evaluation will provide Rhode Island with robust program quality and child outcome data to inform revisions to Pre-K Program policies or practices and to share with individual state Pre-K Programs for their review and to inform their continuous quality improvement plans. Through this contract, Rhode Island will fund this robust evaluation, including: the cost of evaluation tools, the collection and evaluation of data at the state, program, and classroom levels, the expertise needed to oversee the evaluation, and the completion of an evaluation report. This

evaluation will begin in July 2016, starting with identifying a random sample through the Pre-K lottery process, and will continue for the remainder of the grant.

The state’s Pre-K evaluation plan includes three components: 1) investigation and documentation of program quality, 2) *determination of the immediate and longer-term effects of participation in these programs on children’s early learning outcomes* and 3) comparison of the costs of the program to the savings that are attributable to the outcomes and/or anticipated outcomes of the state Pre-K program. While investigating and documenting program quality and using that data to continuously improve quality will directly impact student outcomes, it is the second component of the proposed study that will provide the clearest picture of the impact of participation in high-quality programs by directly measuring student outcomes not only as they enter kindergarten and first grade, but in comparison to children who did not have access to the high-quality state Pre-K Program.

RIDE will require the use of the outlined research design, but due to prohibitive costs, may use a stratified sample approach rather than including the entire population of state Pre-K children. The table below provides a visual of the evaluation timeline.

**Planned Cohort Design – Rhode Island Pre-K Program Evaluation**

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
<i>Pre-K(2016/17,</i>	<i>Pre-test</i> Fall 2016		
<i>Kindergarten</i> <i>(2017/18)</i>		<i>Post-test</i> Fall 2017	
<i>1<sup>st</sup> Grade</i> <i>(2018/19)</i>			<i>Post-test</i> <i>Spring 2019</i>

**Research Questions**

This design will allow RIDE to answer the following questions:

- (1) What effect does pre-kindergarten have on children’s academic achievement and social skills at kindergarten entry?
- (2) What effect does pre-kindergarten have on academic achievement and social skills beyond kindergarten entry?

(3) What effect does the pre-kindergarten program have on grade retention and special education status?

In addition, the parallel examination of quality through observational data collection will support understanding of the impact of program quality on student outcomes. It will also be useful for understanding whether and how the quality of programs changes over time. Information on quality will allow RIDE to answer the following questions:

- (4) Is quality changing or improving over time in the RI pre-kindergarten program?
- (5) How do children's outcomes in the RI pre-kindergarten program compare relative to other pre-kindergarten programs of equivalent quality?

Finally, a cost study will support a better understanding of what the investment in PreK yields to communities. Assessing costs will require a survey of providers and aggregation of state data. An analysis of costs and benefits will be possible after program effects are determined. An estimation of benefits will require extrapolating from short term outcomes, on the basis of the existing literature. Cost-benefit analyses are more accurate with an underlying RCT design. A cost study will allow RIDE to answer the following question:

- (6) What are the costs and benefits of the RI pre-kindergarten program?

### **Child Measures**

Each child will be assessed 1 on 1 with a battery of assessments in each evaluation year. The cognitive assessments chosen and described below have been widely used in previous pre-k evaluations. An additional measure of social and emotional development will also be administered. Descriptions of each child assessment are provided next.

*Peabody Picture Vocabulary Test, 3<sup>rd</sup> Edition* (PPVT-III; Dunn & Dunn, 1997)

*Woodcock-Johnson Tests of Achievement, 3<sup>rd</sup> Edition* (Woodcock, McGrew, & Mather, 2001) and *Bateria Psico-Educativa Revisada de Woodcock-Muñoz* (WM-R) (Woodcock, McGrew, & Mather, 2001; Woodcock & Munoz-Sandoval, McGrew, Mather, & Schrank, 2005).

In addition, the following two measures of executive function skills will be administered to children in each year of the evaluation.

*Dimensional Card Change Sort (DCCS)*

*Head Toes Knees Shoulders (HTKS)*

## **Classroom Quality Measures**

In addition to measuring children's outcomes, assessing classroom quality is fundamental for placing outcome results in context, and for understanding which aspects of the delivery process enhance children's development. Assessing quality in each year of the evaluation will also allow for an understanding of changes in program quality over time and it allows for interpreting variations in program outcomes across classrooms. Therefore we will measure classroom quality with the Early Childhood Environment Rating Scale – Revised (ECERS-R) and the Classroom Assessment Scoring System for PreK (CLASS).

### **SCOPE OF WORK**

The identified vendor will conduct an approved state pre-kindergarten program evaluation that investigates and documents program quality and the short and long term effects of participation in these programs on children's early learning and development outcomes and compares the costs of the program to the savings that are attributable to the outcomes of the state pre-kindergarten program. The longitudinal evaluation model described above includes 3 years of data collection, followed by 6-months of data analyses and report writing.

### **Tasks**

1. Hire and supervise qualified staff.
2. Regularly convene management team which includes at minimum, representatives from RIDE and the program evaluation team, to ensure effective coordination and timely implementation of all components of the program evaluation.
3. Develop a work plan and timeline that addresses all components identified within the State Pre-K Program Evaluation model.
4. In coordination with RIDE and State Pre-K program administrators, recruit, enroll and conduct pre/post testing of participating children.
5. In coordination with RIDE and State Pre-K program administrators, complete measures of classroom quality (ECERS-R and CLASS) within each State Pre-K classroom.
6. Complete all evaluation responsibilities related to: data analysis, report writing, and presentation of findings. The vendor will work with RIDE, work cooperatively with state and federal partners, and cooperatively produce reports and materials that are suitable for sharing with stakeholders, which

includes high level policy makers, early learning providers, parents and families, and program implementation partners. Upon request, the vendor will present to various stakeholder audiences in person to report on progress and, as requested and appropriate, implications for program design, implementation and improvement.

7. Provide RIDE with required information through narrative and budget reports submitted on a monthly and/or quarterly basis and other informational requests, as needed.

Project Schedule and Deliverables

<b>Task</b>	<b>Activity</b>	<b>Deliverable(s)</b>	<b>Timeline</b>
1	Hire and supervise qualified staff.	List of staff, including education and experience	Immediately upon execution of contract
2	Regularly convene management team which includes at minimum, representatives from RIDE and the program evaluation team.	Monthly Activities Summary	Immediately upon execution of contract through contract year
3	Develop a RIDE-approved program evaluation work plan that addresses all components identified within the State Pre-K Program Evaluation model.	Completed Work Plan	Within two months of contract start
4	In coordination with RIDE and State Pre-K program administrators, recruit, enroll and conduct pre/post testing of participating children.	Pre-test and post-test results, analyses and reports	As defined in approved evaluation work plan
5	In coordination with RIDE and State Pre-K program administrators, complete measures of classroom quality (ECERS-R and CLASS) within each State Pre-K classroom.	Observation data results, analyses and reports	Annually September – December of each contract year
6	Complete all responsibilities related to: data analysis, report writing, and presentation of findings.	Research reports as defined in work plan	As defined in approved evaluation work plan
7	Provide RIDE with required information through narrative and budget reports submitted on a		Monthly and/or quarterly and as needed

Task	Activity	Deliverable(s)	Timeline
	monthly and/or quarterly basis and other informational requests, as needed.	Narrative and budget reports	

**ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor

**TERMS OF THE CONTRACT**

The contract will begin upon issuance of a state purchase order and end December 31, 2018; however, RIDE reserves the right to align the contract end date with the state fiscal year end of **June 30, 2019**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **one year** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

**COST PROPOSAL/TERMS OF PAYMENT**

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. The total cost of the contract is not to exceed **\$710,000**. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th. Subsequent years' activities are dependent on the annual award of federal funding.

Please note that reimbursement for travel within the continental United States will be limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

RIDE has determined that a reasonable cost for an external program evaluation, as defined in this solicitation, is approximately \$710,000. This estimate reflects the following cost categories required to successfully complete all deliverables: salaries, wages and fringe benefits, data collection, educational supplies/instruments, copying, office, phone and postage, participant support (incentives) and indirect expenses.

### **Proposal Submission**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date & time listed.

**Send your questions in Microsoft Word format.** Please reference the RFP# on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the help desk at (401) 222-3766 or [Lynda.moore@doit.ri.gov](mailto:Lynda.moore@doit.ri.gov).

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A ***separate sealed*** Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Deliver to: Department of Administration  
Office of Purchases  
One Capitol Hill  
Providence, Rhode Island 02908

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-Rom, disc, or flash drive). Microsoft Word / Excel or .PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original."

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

**TECHNICAL PROPOSAL/REQUIRED ELEMENTS**

- |   |             |
|---|-------------|
| 1. Contractor Understanding of the Issues                                     | (15 points) |
| 2. Contractor Experience  | (15 points) |
| 3. Work Plan and Capacity of the Agency Effectively to Administer the Project | (25 points) |
| 4. Budget Narrative   | (15 points) |
| 5. Cost Proposal  | (30 points) |

Required elements are referenced below. The technical proposal should be 10-20 pages in length, respond to each area of the required elements listed above, and contain a cost proposal using the forms in Appendix A. Margins must be at least 1 inch on all sides. Supplemental information may be appended to the technical proposal.

**Understanding of the Issues**

Share your understanding of the RI State Pre-Kindergarten Program, knowledge of the national landscape and conversation related to state-funded preschool (Pre-K) programs and how program evaluation fits within this conversation. Demonstrate your knowledge of contextual, methodological and logistical issues associated with evaluating state-funded preschool programs, knowledge of and familiarity with child measures identified in this proposal, and knowledge of and familiarity with observational measures of classroom quality (ECERS, CLASS).

**Experience**

Please present a detailed statement of qualification, summarizing your relevant experience in meeting the objectives outlined in this solicitation, as well as any special or unique characteristics of the organization which would make it especially qualified to perform the specific work required by this RFP.

Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.

Position Title	FTE	Name of Staff	List Relevant Credentials

Summarize the background and qualifications of key personnel. If subcontractors are to be used, please specify the name, address, and a brief description of the subcontractors' organizational capacity and qualifications. Additionally, describe the proposed staff experience coordinating and implementing data collection, evaluating state-funded preschool programs (or other early childhood education programs for preschool-age children), and experience with complex statistical analysis and report writing. Lastly, describe proposed staff experience working closely with funders and grantees.

**Proposed Work Plan and Capacity to Implement**

Describe your plan to evaluate, as defined, the RI State Pre-Kindergarten Program thereby addressing the research questions outlined in this procurement. Include a fully detailed description of the technical plan for accomplishing the work outlined. If there are other helpful research questions or important methodological issues that should be considered, then the Bidder should include them in the proposal. In this section, additional points will be awarded for the inclusion of a Rhode Island-based partnership or collaboration that improves the efficiency of the evaluation and builds the capacity of the Rhode Island-based organization to conduct similar program evaluations.

**Budget Narrative**

For each cost category, provide an explanation of how contract funds will be used; include a rationale for how the allocated funds are reasonable and sufficient to conduct the state pre-kindergarten program evaluation described in this RFP.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

To advance to the cost evaluation phase, the technical proposal must receive a minimum of 40 out of a maximum of 70 technical points. Any technical proposals scoring less than 40 points will not have the cost proposals opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 40 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission.

A notice of bid protest pursuant to R.I. General Law 37-2-52 must be filed with the chief purchasing officer by the protestor in accordance with the guidelines provided in Section 1.6 of the State of Rhode Island Procurement Regulations, which can be accessed at the following link:

<http://www.purchasing.ri.gov/RIVIP/publicdocuments/RULES2011/SEC1.pdf>

The contract agreement resulting from this award will include all provisions outlined in Title 2 of the Code of Federal Regulations, Chapter 2, Appendix II to Part 200. These provisions can be accessed at the following link: [www.ecfr.gov](http://www.ecfr.gov)

## APPENDIX A

### **BUDGET MULTI-YEAR PROJECTS**

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>			
	Year 1	Year 2	Year 3	Year 4
1. Employee Salary and Benefits	0	0	0	0
6. Purchased Services	0	0	0	0
3. Supplies and Materials	0	0	0	0
4. Travel	0	0	0	0
5. Printing	0	0	0	0
6. Office Expense	0	0	0	0
7. Other: <i>(describe)</i>	0	0	0	0
8.	0	0	0	0
Subtotal	0	0	0	0
Indirect Cost *	0	0	0	0
<b>TOTAL</b>	0	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

***\* Attach a copy of the approved indirect cost documentation***

BUDGET DETAIL SHEET \*  
 FISCAL YEAR \_\_\_\_\_

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
<b>TOTAL REQUEST</b>				\$

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		

Total \$

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).