

Q 65) We assume that the Project Manager can be split across administrative and programmatic responsibilities. Please confirm.

A. Yes. A project manager may conduct a limited amount of program activities. The RFP asks that applicants identify one full-time project manager with the ability to oversee regional nutrition education activities and to resolve any problems that arise during the contract period. This project manager is responsible for ensuring the staffing plan is sufficient for program operations. This project manager will interact with OTDA management regarding all fiscal, personnel, training, reporting, program evaluation and other decisions regarding contract issues. The project manager will be the primary person with whom OTDA conducts all business. In general, an employee who is directly involved with direct provision of program activities to the client is considered a program cost. An employee doing primarily supportive or administrative functions would be considered administrative. Costs associated with a project manager will be primarily administrative and will include, but not be limited to, preparation and monitoring of the regional program plan, budget and coordination of regional program activities, fiscal monitoring of the regional program and all project budgets, regional procurement activities, and coordination and management of program reporting and evaluation. Costs associated with a project manager that would be considered program related would include the portion of salary and benefit costs associated with supervision of nutrition educators providing direct educational activities, cost of training and travel related to program activities, costs associated with directly performing or supervising policy, system, and environmental activities, and costs associated with program evaluation. For more information, please refer to the Eat Smart New York Cost Policy Guidance on the OTDA contracts page.