

## DPH Conference Services Policy

### 1. ALLOWABLE COSTS

- a. It is incumbent on the Program to follow the rules of the funding source (grant), including any restrictions which may limit the kinds of conference services that can be funded.

### 2. CONFERENCE AUTHORIZATION FORM

- a. A Conference Authorization Form must be utilized to document approval of any Conference by the Division Director/Designee, even when there are no costs associated with the Conference.
- b. The Conference Authorization Form is located on the DPH Employee Toolkit under Forms > Administration.

### 3. SPEAKERS

- a. Definitions:
  - i. A Speaker is an individual who conveys key information about the event and overall theme of the conference. The Speaker provides a speech, keynote address, or presentation which establishes framework for the program of events/agenda.
- b. Reimbursement Rate: Limited to the rate of \$50 per hour unless rate exception justification is submitted and approved. Reimbursable costs are limited to the speaking engagement and cannot include preparation time.
- c. Contractual Obligation and Payment:
  - i. If the total speaker cost is \$4,999 or below: a "conference service contract" must be established and executed. Payment of the speaker's invoice may be made via P-Card (\$2,500 or less) or Direct Pay (\$2,501 - \$4,999).
  - ii. If the total speaker cost is \$5,000 or above and performed by an individual: a personal service contract must be established through Open Window and executed. Contract will be encumbered and payment will be made via the Contract Expenditure Report (CER) process.
  - iii. If the total speaker cost is \$5,000 or above and performed by a nonprofit agency, a Purchase of Service (POS) contract must be established through Open Window and executed. Contract will be encumbered and payment will be made via the Contract Expenditure Report (CER) process.
  - iv. If the total speaker cost is \$5,000 or above and performed by a for-profit agency, an RFQ/P must be developed and posted in e-Procurement. A Purchase Order will be encumbered and payment will be made upon acceptance of service and receipt of invoice.

### 4. TRAINERS and TRAINING

- a. Definitions:
  - i. A Trainer is an educator or teacher who trains or teaches others skills and knowledge that relate to a specific competency. Training involves use of a formal curriculum or teaching plan.
  - ii. Staff Training involves courses that further develop an employee's knowledge, skill, and ability to perform the duties of his/her present job, are of relatively short duration, and are not part of a curriculum the employee is participating in leading to an educational degree.
  - iii. External Conference (per §5.8.1 of the NC OSBM Budget Manual): External conferences are those that involve the attendance of persons other than the employees of a single State department, institution or agency. Payment for meals is allowable if included in the registration fee, but such fee must not consist exclusively of meals or it will not be allowable unless meeting

overnight travel criteria. The registration fee is typically made for defraying the cost of speakers, building (room) use, handout materials, breaks and lunches at conferences and conventions.

- iv. Internal Conference (per §5.8.4 of the NC OSBM Budget Manual): Internal conferences are those that involve the attendance of employees within that particular department, institution or agency only. No payment for meals is allowable unless overnight travel criteria are met. A routine staff meeting is not an internal conference.
- b. Reimbursement Rate: Limited to the rate of \$50 per hour for an individual trainer unless rate exception justification is submitted and approved. Reimbursable costs are limited to the administration of the training and cannot include preparation time.
- c. Contractual Obligation and Payment:
  - i. If the total training cost is \$4,999 or below: a “conference service contract” must be established and executed. Payment of the trainer’s invoice may be made via P-Card (\$2,500 or less) or Direct Pay (\$2,501 - \$4,999).
  - ii. If the total training cost is \$5,000 or above for an External Conference and performed by an individual: a personal service contract must be established through Open Window and executed. Contract will be encumbered and payment will be made via the Contract Expenditure Report (CER) process.
  - iii. If the total training cost is \$5,000 or above for an External Conference and performed by a nonprofit agency, a Purchase of Service (POS) contract must be established through Open Window and executed. Contract will be encumbered and payment will be made via the Contract Expenditure Report (CER) process.
  - iv. If the total training cost is \$5,000 or above and performed by a for-profit agency, an RFQ or IFB solicitation must be developed and posted to e-Procurement. A Purchase Order will be encumbered and payment will be made upon acceptance of service and receipt of invoice.
  - v. If the total training cost is \$5,000 or above and is for Staff Training or an Internal Conference, an RFQ or IFB solicitation must be developed and posted to e-Procurement regardless of the status of the agency performing the service. A Purchase Order will be encumbered and payment will be made upon acceptance of service and receipt of invoice.

## 5. ADMINISTRATIVE SERVICES

- a. Definition: Conference Administrative Services are one-time services performed by a corporation/agency specifically for a conference, e.g., processing CEU credits, managing the conference registration process.
- b. Reimbursement Rate: Not limited to an hourly rate however, cost should be negotiated for best value to the State.
- c. Contractual Obligation and Payment:
  - i. If the total cost of administrative services is \$4,999 or below: a “conference service contract” must be established and executed. Payment of the trainer’s invoice may be made via P-Card (\$2,500 or less) or Direct Pay (\$2,501 - \$4,999).
  - ii. If the total cost of administrative services is \$5,000 or above and performed by a nonprofit agency, a Purchase of Service (POS) contract must be established through Open Window and executed. Contract will be encumbered and payment will be made via the Contract Expenditure Report (CER) process.
  - iii. If the total cost of administrative services is \$5,000 or above and performed by a for-profit agency, an RFQ or IFB solicitation must be developed and posted to e-Procurement. A Purchase

Order will be encumbered and payment will be made upon acceptance of service and receipt of invoice.

6. DOCUMENTATION

- a. Definition: Original Documents are the final, approved, signed documents or otherwise official communications.
- b. Programs must keep all Original Documents pertaining to the Conference, including (but not limited to):
  - i. Conference Authorization Forms;
  - ii. Documentation of quotes received;
  - iii. Signed Conference Services Contracts; and
  - iv. Conference Sign-In Sheets.
- c. Programs must keep copies of related documentation, including (but not limited to):
  - i. Vendor invoices;
  - ii. Procurements and Open Window Contracts;
  - iii. Purchase Request Forms; and
  - iv. Signed Conference Services Contracts.

**Best Practices**

- Start planning early!
- Discuss conference needs in pre-grant meetings.
- Consider market rates for non-State venues, A/V services, food, etc. and ask vendors for a cost breakdown.
- Solicit three (3) quotes for conference services based on requirements.

## Conference Services Scenarios

1. Women's Health Branch wishes to engage a renowned speaker on SIDS death for a rate of \$75/hour for a one-time conference for a total of \$300.  
**Establish the Conference Services Contract with Rate Exception Justification and pay via P-Card.**
2. EPI Section is holding a conference in which UNC will process Continuing Education Credits (CEUs) for attendees who complete the conference. CEUs cost \$300/person and UNC is charging 10% F&A to administer. Total cost is \$12,000.  
**Establish a POS contract with UNC via Open Window and reimburse via encumbrance in NCAS.**
3. The State Lab of Public Health is holding an internal conference in which NC State will train attendees on Quality Improvement methods. Total fee (lump-sum) for the training is \$4,000.  
**Establish the Conference Services Contract with NCSU and pay via Direct Pay.**
4. Injury and Violence Prevention Branch wants to have a speaker present at two (2) regional conferences at a rate of \$50/hour for a total of \$800.  
**Establish the Conference Services Contract and pay via P-Card.**
5. Early Intervention wants an individual to train conference attendees on customer service best practices as published by their federal funding agency at a rate of \$50/hour for a total of \$5,050.  
**Establish a Personal Services contract with the individual via Open Window reimburse via encumbrance in NCAS.**
6. Children & Youth Branch wants an agency to administer the registration process for a conference. Total cost for services is \$6,000.  
**Establish a POS contract with the agency via Open Window and reimburse via encumbrance in NCAS.**
7. Immunization Branch wishes to engage a speaker for multiple regional conferences during the calendar year for a rate of \$50/hour for a total of \$7,000.  
**Establish a Personal Services contract with the individual via Open Window reimburse via encumbrance in NCAS.**
8. Women's and Children's Health Section wants a nonprofit agency to train attendees at an external conference. Total cost for services is \$8,000.  
**Establish a POS contract with the agency via Open Window and reimburse via encumbrance in NCAS.**
9. Oral Health wants a particular nonprofit agency to train branch staff. Total cost for services is \$8,000.  
**Develop Request for Quote (RFQ) to which the agency responds with a quote for services. Acceptance of quote establishes the contract. Reimburse via purchase order encumbrance in NCAS.**
10. Chronic Disease Section wants a for-profit agency to train attendees at an external conference. Total cost for services is \$10,000.  
**Develop a Request for Quote (RFQ) to which the agency responds with a quote for services. Acceptance of quote establishes the contract. Reimburse via purchase order encumbrance in NCAS.**
11. The State Lab wants to solicit a vendor to train their lab staff on proper equipment use. There are multiple vendors who can provide this service. The Lab is unsure of the total cost but knows from the market, it will cost upwards of \$6,000.  
**Develop an Invitation for Bid (IFB) to post on e-Procurement to which vendors can respond. Acceptance of the bid or proposal establishes the contract. Reimburse via purchase order encumbrance in NCAS.**