

## Transportation Library Connectivity and Development TPF-5(237)

*Question 1: Right now the size of the program seems to be somewhat related to the number of participants in the pool. In the future years if the pool increases will we see an increase in the funds used to support the program? (i.e. greater than \$120,000/yr as membership grows)*

Answer: If membership in the pooled fund grows enough, requests for an increase will be considered. It should be cautioned, however, that an increase would only be intended to provide for the services of professional staff. A separate budget will exist for “special projects” and to accomplish “other” study objectives.

*Question 2: Can you provide clarity on how the fund management will occur for those items where the pooled fund project administers/conducts the administrative work but someone else pays the invoices?*

a) *Where the pooled fund project may need to review and clear invoices for travel of State DOT Librarians to meetings.*

Answer: Once a year, the contracting agency (under the direction of the project’s Technical Advisory Committee and MoDOT) will survey members regarding their planned “per-diem” use. Contributors receive annual allotments for approved uses; each according to their contribution level.

Combining the estimated total amount for allotments, plus the costs of professional staffing, the contractor will submit invoices to MoDOT. These invoices will delineate between the two amounts. Travel is included in the category for allotments/other expenses. Next, member agencies will submit their per-diem requests directly to project staff who will pay for and arrange them.

No expenditures of this category may take place without TAC approval.

Approval for travel will be obtained by individuals in consultation with their respective employers. Reimbursement will be according to MoDOT policy. Last, upon completion of the project any remaining balance minus contractor administration costs will be refunded to MoDOT.

b) *Paying OCLC and TLCat subscriptions.*

Answer: To cover OCLC and TLCat subscriptions, the contractor will also survey members regarding if they want the pooled fund provide them. This will, in conjunction with travel and other costs, provide an estimated allotment figure to invoice MoDOT.

From here, member agencies will submit a request to project staff that will work out particulars in the same manner as with travel and professional development. The administrative and fund management process will be the same as outlined above.

c) *Subscriptions for pooled fund members.*

Answer: Subscriptions will be managed as with OCLC and TLCat subscriptions; the exception being that they will deal with a different vendor.

*Question 3: Travel will need to be part of the pooled fund projects but the frequency will be determined by others, most significantly, for national (and regional) meetings and training. How will this travel funding be handled?*

Answer: Travel funding for contributing agencies will be handled according to the process in response to Question 2. When the contracting agency's presence is requested, it will be covered up to \$2,500 per year through the annual (maximum \$120,000) contract amount. Any approved expenses over this amount will be billed to MoDOT.

*Question 4: As we become successful, and the National Transportation Library or AASHTO RAC or separate TKNs request our presence for the required collaborative work, where does the travel funding come from?*

Answer: Again, funding up to \$2,500 will come from the agreed upon contract. Beyond this, approved travel funding will come from the general balance held by MoDOT.