**Skills & Training application to Tender Questions and Answers**

**Question 1**

“Direct staff costs" - if I'm working with some partners who are not my direct staff, but I will still be the one paying them as part of this contract, is that to be included in this section?

**Answer to Question 1**

Yes, if staff are paid as part of the contract then these costs should be included in the direct staff costs section.

**Question 2**

Am I correct in thinking that "Staff expenses" will also include any potential travel?

**Answer to Question 2**

Yes, staff expenses will also include any potential travel costs and they must also be in line with the organisation’s policy on travel and expenses.

27 May 2022