



**GOMC (Gulf of Maine Council on the Marine
Environment)
Core Contractor and GOMA (Gulf of Maine
Association) Scopes of Work
Contracted through GOMA
For Fiscal Year July 1, 2018 – June 30, 2019**

**Document to be reviewed on April 18, 2018 Working
Group Teleconference
Prepared by Cynthia Krum, GOMA Executive
Director in Coordination with the GOMC and GOMA
Contract Managers**

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CORE SERVICES

Scope of Work for: Yellahoose, LLC Contract Title: Information Technology Support, Programming and Systems Administration

Contract Length: July 1, 2018 – June 30, 2019

Contract Amount: \$9,600

Source of funds: GOMC Dues

Contract Manager: Prassede Vella

Contract review: Completed March, 2018 with recommendation for re-contracting

A. Hosting Tasks and Deliverables

For One Server (\$180 hosting fee for 10/1/2018- 9/30/19):

Note: Second server for ESIP will be terminated – can just use one server

- Routinely (daily) backup GOMC websites, databases and files.
- Periodically test backups to confirm that backups are complete.
- 12 month hosting of GOMC site

B. Information Technology Support, Programming and Systems Administration Tasks and Deliverables: (\$9,420)

Server Maintenance/Updates:

- Maintain server computer hardware hosting Gulf of Maine Council websites, databases, email and files. (Ongoing)
- Maintain networks connecting servers host GOMC products to the WAN. (Ongoing)
- Update server computer hardware and networking as needed to ensure 24/7/365 availability. (Ongoing)
- Evaluate, update and test operating system and application software to ensure security patches and value-added feature enhancements are implemented. (Ongoing)

Support

- Assist GoMC contractors and end-users to access and use GOMC's online products and services, e.g. email, listserves, online forms, databases, control panel software and applications.
- Promptly answer support-related issues submitted via phone or email, and if necessary address GOMC specific hardware and/or software problems.

Maintenance/Development/Design

- Overall - adding/updating search engine descriptions (metadata) for GOMC pages, and analyzing analytics to maintain and increase traffic
- Search engine optimization/review of Google Analytics for GOMC pages, and analyze analytics to maintain and increase traffic
- ESIP website

- Updates to ESIP website content including adding monthly journals as available
- Calls with ESIP Co-chairs regarding updates.
- Maintain, enhance and add data (unless major new data sets) to existing databases and app
- Climate Network:
 - Update and maintain site including Quarterly Outlook release (4 times annually)
 - Upload and release outlook file (via constant contact); upload on Climate Network Page; archive previous version
 - Calls with program manager
- Overall GOMC and GOMA
 - Continually, maintain and add data and information (As-needed)

Reporting

- Regularly update the Contract manager on hardware and software maintenance related events. (As-needed)
- Provide IT updates to your contract manager
- Monthly work report

Scope of Work for: Joan LeBlanc Contract for: Council Coordination

Contract length: July 1, 2018 – June 30, 2019

Contract Amount: \$47,000

Source of Funds: GOMC Dues

Contract Manager: Theresa Torrent, Working Group Chair

Contract review: Completed March, 2018 with recommendation for re-contracting

Tasks, Products and Deliverables:

1. Internal Policy and Council Coordination

Task 1.1: Council Coordinator will serve as the primary point of contact. The Coordinator will be responsible for overall Council management and logistics, providing support and continuity for Council management and internal policy functions. Specific work elements of this task include:

- Coordinate development and updating of internal administrative and operational policies (e.g. Terms of Reference, Reference Handbook, etc.)
- Provide support to Working Group Chair and Secretariat Team as needed.
- Assist Working Group Chair in tracking and following up on status and progress of implementing GOMC decisions and action items.
- Assist Council and provide recommendations on the formation of new committees, *ad hoc* groups, or advisory groups, as needed.
- Provide orientation and support to current and incoming Secretariat leadership as needed.

Task 1.2: Council Coordinator will facilitate any follow up activities relating to completion of the GOMC's 2018-2022 Action Plan.

Task 1.3: Council Coordinator will facilitate development and updating of the GOMC’s two-year Work Plan. Specific work elements of this task include:

- Develop and disseminate templates, instructions and timelines for Working Group members to prepare or update two-year Work Plans.
- Coordinate process for development, updates, and approval of GOMC Work Plan.

Products and Deliverables:

- GOMC Reference Handbook posted to GOMC website (updates as needed)
- GOMC 2-Year Work Plan posted to GOMC website (updates as needed)
- GOMC 5-Year Action Plan posted to GOMC website

2. Administrative and Operational Meeting Support and Guidance

Task 2.1: The Coordinator will provide operational and administrative support and counsel for the Working Group Chair. Specific work elements of this task include:

- Assist Working Group Chair with organization of up to two (2) virtual Working Group meetings, up to ten (10) Secretariat Team conference calls, up to one (1) virtual Council meeting, and one in-person joint Working Group/ Council meeting.
 - Develop goals, agenda and logistics for the meetings.
 - Draft and finalize Working Group and Council meeting agendas in collaboration with the Working Group Chair.
- Prepare briefing packets for Council and Working Group meetings.
 - Disseminate requests for briefing documents and set deadlines for submissions, follow-up with reminders to gather materials needed for all applicable agenda items.
 - In collaboration with Working Group Chair, draft briefing materials for items related to Council Coordination functions.
 - Produce PDF of briefing book with final agenda and meeting materials, and post to GOMC website in advance of the meetings.
- Compile presentations from presenters to ensure smooth flow of meetings.
- Track in-kind meeting participation time (number of participants and number of hours).
- Prepare less formal agenda and meeting materials as needed to ensure smooth facilitation of Secretariat Team calls. Circulate Secretariat Team meeting materials via email (no posting to GOMC website needed).

Products and Deliverables:

- Placeholder and final agendas for meetings
- Completed briefing packet - seven working days prior to meeting for WG and Council
- Council and Working Group meeting materials posted to GOMC website

Task 2.2: Attend and provide summaries for meetings per task 2.1 above. Prepare meeting summaries for each meeting, including record of action and decision items. Update and finalize draft summaries to include any edits made via email or during the meeting where the draft summary is placed on the consent agenda.

Products and Deliverables:

- Prepare draft list of key action items / decisions and distribute to the meeting body (Working Group, Council or Secretariat). Summaries from Secretariat Team calls will be distributed within seven (7) working days, and summaries from Working Group and Council meetings will be distributed within two (2) weeks of the meetings conclusion.
- Prepare and maintain final meeting summaries with edits incorporated.

3. GOMC Communications

Council Coordinator will facilitate communication among the various GOMC organizational entities and partners and serve as the main point of contact. Specific elements of this task include:

- Maintain website content related to Working Group and Council meeting information, meeting materials, presentations, work plans, reports, and committee membership lists.
- Respond to inquiries from Council agencies, partners, stakeholders and the public.
- Prepare orientation package and materials for new Council, Working Group, and Committee members. Provide orientation and welcome to new members.
- Update website content and email listserves as needed.

4. GOMC Awards Program

Task 4.1: Coordinate awards nomination and selection process.

- Prepare nomination forms and conduct outreach to facilitate nominations.
- Prepare summaries of award nominations received.
- Provide technical assistance to those preparing nominations.
- Develop and facilitate process for review and selection of nominations.

Task 4.2: Coordinate awards ceremony and reception in collaboration with Working Group Chair and Maine Coastal Program (event sponsor).

- Coordinate production of awards plaques (provide design services as needed).
- Coordinate logistics for event.
- Write / edit talking points and speeches for awards ceremony as needed.
- Prepare agenda / program book and other event logistics.
- Prepare and circulate summary of award winners and photos to jurisdictions for public relations purposes following event.

Products and Deliverables:

- GOMC Award nomination forms developed and distributed
- GOMC Award winners selected
- GOMC Awards event coordinated with host jurisdiction
- Awards summary and photos to jurisdictions

5. GOMC Initiatives

Council Coordinator will provide a limited amount of support to help facilitate one or more GOMC initiatives. Specific work elements and level of effort related to this task will be

determined between the Working Group Chair and Council Coordinator and be scaled to reflect available capacity within the overall GOMC Coordinator's scope of work. Activities during the period of this contract will include:

Task 5.1: Work with GOMC and partner organizations to help facilitate advance planning around a multi-day Gulf of Maine Symposium expected to take place during 2019 in Portland, Maine.

Task 5.2: Work with Council, Working Group and Secretariat Team to facilitate learning, networking, and information exchange opportunities around Gulf of Maine issues of concern by organizing policy related presentations or discussions as part of Council and / or Working Group meetings.

6. GOMC Reporting

Council Coordinator will prepare reports regarding Council Coordination activities.

Products and Deliverables:

- Monthly work report to Working Group Chair and Gulf of Maine Association
- Mid-year progress and final year-end report for NH DES contribution agreements that directly fund Council Coordinator
- Annual report to GOMA summarizing in-kind contributions by GOMC members – to be prepared after close of fiscal year
- Other reports or highlighted GOMC lists of accomplishments if requested by Council

GOMA MANAGEMENT AND ADMINISTRATION

Scope of Work for: Joan LeBlanc

Contract Title: GOMA Coordinator for the Gulf of Maine Association

Contract Length: April 1, 2018 – June 30, 2019

Contract Amount: \$6,500

Source of Funds: Dues, Management and Administrative fee (including Fiscal Agent)

Contract Manager: Don Hudson, GOMA Chair

Contract Review: New Contract

Note: Tasks/deliverables below are for the Gulf of Maine Council on the Marine Environment, and fiscal agent arrangements with the Regional Association for Research on the Gulf of Maine.

Financial Management and Grants (if any are received)

1. Oversee Payments:

- Receiving invoices and contract manager approvals, coding, and submission of invoices to bookkeeper.

Frequency: Monthly

- Estimate:* 3-4 invoices per month
2. Oversee Bookkeeping:
 - Coordinate invoice approval.
 - Verify dues amounts for invoicing by Bookkeeper.
 - Review financial documents.
 - Review bank reconciliations in coordination with the GOMA Treasurer.
 - Review actual expenditures for all programs against budgets.
 - Consult with Bookkeeper on an as needed basis.
 - Oversee preparation of 1099's

Frequency: Ongoing, dues and 1099's– once a year
 3. Oversee Fiscal Agent agreements and services with:
 - a. RARGOM

Frequency: Primarily in fall when science meeting is held
 4. Ensure compliance with GOMA policy, practices and documents.
 5. Grants:
 - Manage negotiation and receipt of contracts, reporting, compliance and invoicing for any other funding sources.

Frequency: ECCC GMI fall 2018 progress report and spring 2019 final report.
 6. Oversee annual preparation of form 990
 7. Maintain federal and state registrations - SAM, Dunn and Bradstreet, Maine Annual Report

GOMA Business Coordination

1. Coordinate, prepare for and hold two GOMA Board of Directors calls/meetings including agendas, other documents and meeting summaries.
2. Maintain Association Board of Directors membership and compliance with bylaws.
3. Maintain Board Record book at legal firm.
4. Negotiate fiscal agent agreements as needed and oversee agreements.
5. Gather and manage mail from P.O Box for the Association. In coordination with Bookkeeper maintain filing system and file retention (electronic) for all contractors, vendors, grantors, grantees and all financial files.
6. Manage transition to electronic files whenever possible.
7. Collect signed COI policies on an annual basis.

Frequency: Primarily twice a year

Contract Administration and Contractor Communications

1. Contract Management:
 - Ensure communication regarding GOMA policies and practices.
 - Act as Contract Manager for the Bookkeeper
 - Select and support Contract Managers as needed.
 - Coordinate Contractor/Contract Manager reviews. (March/April)
 - For contract selection, retain applications and competitive review process documentation.
 - Assist Contract Managers with scope of work preparation for contracts.
2. Contract Preparation:
 - Prepare Core Contractor (Council Coordination and Information Technology) and GOMA management contracts and coordinate execution.

GOMC Meeting Participation and Working Group Chair Support

1. Participate in 2 Secretariat Committee calls, and prepare documents and presentations for calls as needed.
2. Provide GOMA information as needed to Working Group Chair.

**Scope of Work for: Seacoast Balanced Accounting, LLC
Contract Title: Bookkeeping for the Gulf of Maine Association**

Contract Length: April 1, 2018 – June 30, 2019

Contract Amount: \$3,600

Source of Funds: Management and Administrative fee; Dues

Contract Manager: GOMA Coordinator

Contract review: Completed March, 2018 with recommendation for re-contracting

Note: Tasks/Deliverables below are for the Gulf of Maine Council on the Marine Environment projects, and fiscal agent arrangements with the Regional Association for Research on the Gulf of Maine.

TASKS/DELIVERABLES:

1. Manage and Maintain QuickBooks accounting system for GOMA (Gulf of Maine Association) and provide information to GOMA Coordinator as needed.
 - Deliverable date: Ongoing
2. Compile financial, accounting and grant reports and forms including:
 - Master Spreadsheet for ECCC GMI award: Track payments on contracts and sub-awards in Excel including amount paid to date, and Balance Due on subcontracts. Include additional information such as: schedule for financial and progress report deadlines, start & end date, match amounts in coordination with GOMA Coordinator. Deliverable date: AS needed
 - Complete all required financial reports for Federal Funds (ECCC GMI).
 - Provide general ledgers, profit and loss statements, and balance sheet.
 - Deliverable date: Balance sheet –quarterly; P&L and general ledgers – fiscal year-end and as needed.
 - Prepare Budget vs. Actual Results Analysis including cash flow position and unrestricted net asset balances.
 - Deliverable date: October, April and fiscal year-end
3. Assist with tax form 990 EZ. Deliverable date – November 15, 2018
 - Prepare needed financial documents for tax preparation. Participate in meetings as necessary
4. Prepare 1099 forms. Deliverable date: January 31, 2019
5. Request and track receipt of all funds including:
 - Dues, contracts in-lieu of dues and ECCC GMI
 - Funds from the Canadian Association (GOMA Coordinator will assist).
 - Deliverable date: As needed
 - Receipt of meeting registration fees, and annual membership dues as needed including drawdown from PayPal account for RARGOM.
 - Deliverable date: As needed
6. Prepare Final Annual Operating Budget for next Fiscal Year and future year projections in coordination with GOMA Coordinator.

7. Do insurance negotiation and assist with address change for new GOMA coordinator:
 - Negotiate and secure officers and directors liability insurance. (Fall)
 - Assist with address change
8. Perform all payments and bank transactions:
 - Prepare list of approved checks and draw-down spreadsheet to forward to GOMA Coordinator
 - Deliverable date: 1-2 days prior to check run
 - Prepare and send checks once each month with occasional additional checks if needed, make all required QuickBooks entries
 - Deliverable date: 7th of the month (or closest business day) and as needed
 - Reconcile bank accounts and forward bank reconciliations to GOMA Coordinator and GOMA Treasurer.
 - Deliverable date: monthly
9. Provide written acknowledgement for contributions/sponsorships/meeting registration fees (RARGOM) as needed.
10. Assist with maintenance of filing system and file retention (electronic) for all contractors, vendors, grantors, grantees and all financial files. Hard copy for invoices, approvals and receipts.
11. Other items as assigned in writing by GOMA Coordinator. Monthly work report and invoice submitted to GOMA Coordinator.