



**Six-Month Scopes of Work for January – June, 2015
December 16, 2014 Gulf of Maine Association Meeting Presentation**

Notes: The following four contractors had Scopes of Work for six months (July – December, 2014) based on cash flow. Only minor changes, based on needed deliverables for the second half of the fiscal year, have been made to the January – June, 2015 six-month Scopes of Work included in this document. The Scopes of Work have been reviewed by Contract Managers and the GOMC Management and Finance Committee.

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EDUCATION

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

Contract length: January 1, 2015 – June 30, 2015 (second six month contract)

Contract amount: \$10,020

Source of funds: GOMC Dues

Contract Manager: Prassede Vella

Information Technology Support, Programming and Systems Administration Tasks and Deliverables:

Maintenance

- 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)
- Routinely (daily) backup GoMC websites, databases and files. (Ongoing)
- Periodically test backups to confirm that backups are complete. (Ongoing)
- Host the gulfofmaine.org website

Hosting

- 12 month hosting of the GOMC Websites

Support

- As-needed help GoMC contractors and end-users access and use GoMC's online products and services, like email, listserves, online forms, databases, control panel software and applications. (Ongoing)
- Promptly answer support-related issues submitted by phone or email, and if necessary address hardware and/or software problems. (Ongoing)
- Train committee co-chairs or contractors as needed in how to do website updates

Maintenance/Development/Design

- ESIP – Add content as requested such as:
 - Updates to website content including adding monthly journals when journal copy and images are available, meeting notes, edits to content. (Monthly and on-going)
 - Respond to ESIP requests to fix data links and tools.
 - Maintain, enhance and add data (geographic, time-series and location) to existing ESIP Reporting and/or Monitoring tools data sets.
- Media List
 - Update media list with contacts received from Outreach Committee or other contractors
- HRSC

- Maintain and when necessary test and troubleshoot grant tracking system (As-needed)
- Update habitat restoration web page and web portal with content (uploading old restoration reports, for example). (As-needed)
- Add habitat restoration achievements and funding source recognition content.
- Climate Network
 - Maintain site, fix links (As needed)
- Overall GoMC
 - Continually, maintain and add data and information for GoMC committees and programs (As-needed)

Consulting

- Regularly update the Information Management subcommittee on hardware and software maintenance related events. (As-needed)
- Participate as-needed in meetings in-person and in telephone conference calls with GoMC and its committees and subcommittees. (As-needed)
- At Working Group meetings, if meeting time permits, present with the IM subcommittee an update on IT as used by GoMC and its committees and subcommittees. (TBD)

MANAGEMENT & ADMINISTRATION

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

Contract length: January 1, 2015 – June 30, 2015 (second six month contract)

Contract amount: \$23,500

Source of Funds: GOMC Dues & \$5,000 Management and Administrative fee

Contract Manager: Steve Couture, Working Group Chair

A. Tasks, Products and Deliverables:

1. Policy and Council Coordination

Task 1.1: The 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:

- Assist/coordinate development/update of internal administrative and operational policies (e.g. Terms of Reference, Reference Handbook, Publications Protocol, etc.)
- Provide support to Secretariat Team as needed.
- Coordinate with Working Group (WG) Chair and Committee Co-Chairs to ensure Council activities are in line with Action Plan priorities.
- Assist WG Chair in tracking and follow-up on status of decision implementation and progress on action items.
- Assist Council and provide recommendations on the formation of new committees, *ad hoc* groups, and advisory groups, as needed.
- Provide orientation and support to current and incoming Secretariat as needed.

- In coordination with WG Chair, coordinate process for filling vacant Committee Co-chair, or Council seats.
- Assist the Secretariat in carrying out an organizational assessment consistent with direction to be provided by Council at the June 2014 meeting.

2. **Administrative and meeting support**

Task 2.1: The Coordinator will provide operational and administrative support and council for the Working Group (WG) Chair. The Coordinator will assist the WG chair in the organization of one (1) Working Group meeting, two virtual Working Group meetings (e.g. conference call, video conference, webinar), and virtual Council Advisory Group meetings and up to one (1) virtual full Council meeting. Specific work elements include:

- Develop goals for the meeting.
- Solicit agenda items and provide placeholder list that includes items from past meetings, call summaries, and any other Working Group and Council sources, to WG chair. Draft and finalize Working Group and Council meeting agendas in collaboration with the WG Chair.
- Prepare briefing packet –
 - Disseminate request for briefing documents and set deadlines for submissions, follow-up with reminders to gather materials needed for all applicable agenda items.
 - Work with WG Chair to prepare briefing materials for items related to Council Coordination functions.
 - Collect materials submitted and compile according to final agenda. Produce PDF of briefing book. Post briefing packet and other meeting documents to the Council website in advance of the meetings.
- Compile presentations from presenters before start of meetings for smooth flow of presentations.

Products and Deliverables:

- Agenda placeholder lists and final agendas for one (1) Working Group meeting, two virtual Working Group meetings, Council Advisory Group calls as needed and possibly one (1) virtual Council meeting. .
- Completed briefing packet - seven working days prior to meeting
- Compile presentations from presenters as available

Task 2.2: Attend and provide summaries for one (1) Working Group meeting and two virtual Working Group meetings and additional virtual Council Advisory Group and Council meetings as determined per task 2.1 above.

Products and Deliverables: Prepare meeting summaries for each meeting and record action and decision items and work with the WG Chair to evaluate accomplishments at the end of the meeting.

The Coordinator will prepare a list of key action items / decisions within two (2) weeks of the meeting's conclusion and distribute to the WG and Council. The Coordinator will also provide draft meeting summaries to the Working Group and Council for feedback. The Coordinator will prepare a final draft, with comments incorporated, and distribute to the WG and Council within four (4) weeks of the meeting's conclusion.

Task 2.3: Assist the WG chair in convening quarterly Management and Finance Committee (M&F) conference calls.

Products and Deliverables:

- Schedule call and check that a call-in bridge is available for that date and time.
- Draft and finalize agendas in collaboration with the WG Chair. Distribute agenda and materials to Committee members at least two (2) days in advance of call.
- Prepare call summaries, record final actions and decisions. Distribute summaries to M&F for feedback. Final draft summaries will be provided to M&F within two (2) weeks of the call, and then sent together with relevant supplementary materials to Working Group and Council.

Task 2.4: Provide support to the Secretariat Team including participating and providing advice as appropriate during monthly Secretariat Team calls in the role of Coordinator.

Products and Deliverables:

- Schedule call and check that a call-in bridge is available for that date and time.
- Draft and finalize agendas in collaboration with the WG Chair. Distribute agenda and materials to the Secretariat Team at least two (2) days in advance of call.

Task 2.5: Provide ongoing support and assistance to Committees.

Specific work elements for the Coordinator include:

- Assist Committee Co-Chairs in the scheduling and organization of Committee meetings as needed.
- Keep listserve and member information current.
- Assist Committee Co-Chairs with development and/or revision of Terms of Reference.
- Committee Reporting: Coordinate process for committee preparation of annual reporting, priority project write-ups, and / or other committee planning and reporting processes needed to track committee work plan progress in relation to the Action Plan. Compile reports into an annual summary to be provided to Council members (timing of report to be determined in collaboration with WG Chair).
- Track/oversee follow-up of action items and meeting deadlines.

Products and Deliverables:

- Up-to-date committee listserves - as needed
- Up-to-date committee Terms of Reference - as needed
- Committee reports consolidated into summary reports for Council.

3. GOMC Communications

Task 3.1: The Coordinator will facilitate communication among and with the various Council organizational entities and partners and serve as the main point of contact.

Products and Deliverables: The Coordinator will provide support for Council communications by:

- Maintaining specific website content related to WG and Council meeting information, meeting materials, presentations, work plans, reports, and committee membership lists.
- Regularly updating records in People Finder and listserves.

- Responding to inquiries from Council agencies, partners, stakeholders and the public.
- Preparing orientation package and materials for new Council, Working Group, and Committee members. Provide orientation and welcome to new members.

Products and Deliverables:

- Update website content, listserves, and Peoplefinder as needed.

4. Monthly Reports

Products and Deliverables: Provide a monthly work report to the WG Chair and to the Gulf of Maine Association

Scope of Work for: Krum Steele Consulting
Contract Title: Executive Director for the Gulf of Maine Association

Contract length: January 1, 2015 – June 30, 2015

Contract Amount: \$35,000

Source of Funds: Management and Administrative fee & \$5,000 GOMC Dues to cover fund development tasks

Contract Manager: Don Hudson, GOMA Chair

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

Tasks:

Financial Management and Internal Controls

1. Oversee Budget Preparation:
 - Annual Operating Budget for following year
 - Review income and provide expense information for individual project Annual Operating Budget for next fiscal year.
 - Review preliminary drafts and final version of budgets and summaries with Finance Manager.
 - Prepare information for future year projections
 - Review recommendation from Finance manager and decide on Can. exchange rate for budgets.
2. Financial Reports: Determine schedule and format, provide information and review Financial Reports for Management and Finance, Gulf of Maine Association (GOMA), Gulf of Maine Council (GOMC), Working Group and Fiscal Agent projects.
3. Presentations: Present Budgets in meetings of the Management and Finance Committee; GOMA Board of Directors; Council; and Working Group. Present to project leads and Fiscal agent leads as needed.
4. Fund Accounting and Estimates:
 - Consult with Finance Manager on fund accounting on an as needed basis.
 - Provide expenditure estimates and six-month prediction information to Finance Manager and review Budget vs. Actual Results Analysis.

- Review indirect calculations and reserve account balances, cash-flow forecasts and propose and oversee management practices with Management and Finance, GOMA. Review bank reconciliations.
 - Communicate with committee co-chairs, contract managers, program managers, fiscal agent leads as needed.
5. Manage negotiation for contracts and invoicing for:
 - a. Annual Dues: provide dues payment predictions and timing of invoicing. Prepare tasks/deliverables sections for service agreements in lieu of dues.
 - b. All other multiple sources received by the Association for the work of the Council and fiscal agent projects.
 6. Oversee Payments:
 - Receiving, gathering contract manager approvals, coding, and submission of all invoices that are ready to pay to Finance Manager (check against, contracts and grant requirements) and forward final list of checks to GOMA Board president or designee.
 7. Internal Controls: Provide recommendations, carry out, and make decisions regarding internal controls and GOMA policy, practices and documents.

Grant Application and Management from Grantors and to Grantees

1. Fund Development:
 - Provide oversight for Fund Development.
 - Assist with coordination of project development and other Fund development tasks as needed.
 - Coordinate fund development communication with GOMA Executive Committee.
 - Edit proposals, prepare budget justification and US Association references, coordinate preparation of financial support information and submittal of funding applications.
2. Review all contracts from grantors. Assure Association compliance with grant conditions.
3. Coordinate fund transfer methods such as contracts/contribution agreements (includes coordinating with funders and answering questions, preparing budget justifications and proposals including project tasks and deliverables in coordination with project managers, and sending to Finance Manager for processing funding/contribution agreements).
4. Coordinate with project managers and contractors to gather needed information and prepare narrative progress reports, requests for extensions to grantors and budget justifications for existing grants. Coordinate with Finance Manager for financial reporting in progress reports to grantors.
5. Oversee closing out of grants as needed.

GOMA Business Coordination

1. Coordinate 1-2 GOMA meeting dates, and arrange for a quorum and proxies.
2. Hold Executive Committee Calls as needed.
3. Prepare agendas, other documents and presentations as needed for GOMA meetings or calls.
4. Maintain Association Board of Directors membership, orient new members and update letterhead.
5. Edit one - two (1-2) GOMA Board Meeting Summaries prepared by Finance Manager; prepare Executive Committee meeting summaries.
6. Maintain Board Record book at legal firm.
7. Negotiate fiscal agent agreements as needed and oversee agreements.

8. Edit GOMA website as needed.

Contract Administration and Contractor Communications

1. Oversee Contract Preparation:
 - a. Coordinate and make decisions, in accordance with funding requirements and in response to new funding sources, with contract managers to prepare necessary documents and details for Scopes of Services, contract budgets and contract amendments.
 - b. Forward final information and appendices to Finance Manager for contract preparation and execution of all GOMA (contractor and grantee) contracts, amendments and extensions.
 - c. Prepare and send time sensitive contracts.
 - d. Make decisions on changes to contract language template as necessary.
2. Contract Management:
 - Communicate with contractor's and contract managers concerning GOMA policies and practices.
 - Act as Contract Manager for the Finance Manager
 - Address contractor-contract manager issues and contractor-contractor issues. Coordinate with Working Group Chair and Management and Finance as needed.
 - Recruit and decide on new Contract Managers, provide orientation and support as needed.
 - Assist Contract Managers with contract termination when necessary.
 - Coordinate Contractor/Contract Manager reviews. (March/April)
3. Oversee Contractor Selection
 - Assist Contract Managers in preparing Council contract position announcements and coordinate with Information Technology contractor for release.
 - Coordinate committee co-chairs/contract managers to carry out competitive review process and contractor selection.
 - Retain applications and competitive view process documentation.
4. Provide All Contractor Scope of Services document in coordination with next fiscal year budgets to Management and Finance, Working Group, Council and GOMA.

Meeting Participation and Working Group Chair Support

1. Attend 1 Working Group and up to 1 Council meeting (in-person) and prepare documents and presentations for meetings and answer questions as needed. Participate in 2 Management and Finance Committee, Secretariat Committee, Working Group, and Council Advisory Committee calls and prepare documents and presentations for calls as needed. Assist with re-organization plans for GOMA if needed.
2. Provide information to aid Working Group Chair in decision making and organizational understanding.
3. Review and edit all financial/GOMA related sections of meeting minutes.
4. Review Meeting location agreements and costs if GOMA is paying.

Products and Deliverables:

Receiving, checking against grant requirements, coding, and submission of invoices once a month (with limited occasional additional checks) to Finance Manager for check-preparation,

Deadline

1st of month

email final check list to Board President for signing	
Coordinate timing and provide information for provisional and final budgets	November
Provide contract management for Finance Manager and Fund Development Coordinator	ongoing
Assist with fund-development	ongoing
Coordinate Scopes of Work and contract negotiation in coordination with Contract Managers	as-needed
Prepare proposals/deliverables for on-going funding sources	as-needed
Make decisions regarding Association policies	as-needed
Prepare Progress reports for Grantors	as-needed
Prepare agenda, documents, participate in and review minutes for one US Association meetings, present budgets	June
Prepare documents and attend one Council and one Working Group Meeting	June
Participate in Management and Finance and Secretariat calls	Monthly
In Coordination with contract managers, finalize contractor Scopes of Work and contract conditions and coordinate contracts preparation	on-going
Provide information for documents to Finance Manager and present individual budgets on Management and Finance	February & April/May
Coordinate Contractor/Contract Manager reviews	March/April

Scope of Work for: Lori Hallett
Contract Title: Finance Manager for the Gulf of Maine Association

Contract length: January 1, 2015 – June 30, 2015

Contract amount: \$21,150

Source of Funds: Management and Administrative fee

Contract Manager: Gulf of Maine Association Executive Director

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

Tasks:

Accounting & Financial Management

1. Manage and Maintain accounting system for the Association of US Delegates to the Gulf of Maine Council on the Marine Environment (GOMA).
2. Prepare and file Forms 1099 and 1096 with the IRS
3. In coordination with Executive Director, prepare two version of Annual Operating Budget for following year. Includes preliminary drafts, revisions and support documents. Prepare a Budget Projection for Future Years if needed

4. Prepare one Budget vs. Actual Results Analysis, track actual expenditures for all programs against budgets, and prepare one report.
5. Prepare and calculate cash flow position and unrestricted net asset balances. Prepare summaries for GOMA Executive Committee and ED when cash flow problem is anticipated or as needed.
6. Track application of actual indirect rate per budgets (some vary based on funder limitations and year funding received).
7. Provide annual recommendation for CA exchange rate to be used in provisional budgets (April)
8. Complete and submit all required financial reports for Federal Funds and financial sections of progress reports including cumulative Federal Award amounts spent to date and required match information.
9. Make required filings with state and federal agencies as a 501c3 nonprofit organization.
10. Manage receipt of funds from all sources (draw-downs, checks and on-line payments) including invoicing, receiving, follow up when needed and status reporting (e.g. Federal grants, foundation grants, donations, meeting registration fees, annual GOMC dues). This includes changing draw down procedures as required by funders.
11. Manage and perform all bank transactions, write checks once each month with occasional additional checks if needed, make all required entries, and reconcile bank accounts and forward bank reconciliations.
12. Prepare all needed financial reports for Management and Finance meetings, GOMA Board meetings, Council meetings, Working Group meetings and committee meetings as needed for use in management decisions.
13. Provide general ledgers, profit and loss statements, balance sheet and bank reconciliations to Executive Director (bank reconciliations are also sent to GOMA Treasurer).
14. Submit above listed budgets, reports and documents to Executive Director as needed and coordinate with Executive director on budget and financial report needs.

Grant Management from Grantors and to Grantees

1. Ensure that all funding agreements are returned, signed and filed. For all hard copy agreements, ensure that all signature & notarized sections are completed, provide instruction for signor, and include and attain all requested materials (certificate of Good Standing, Vendor Forms, Form W-9, Account set up forms, etc.)
2. Submit all required documents via online systems or manually including grant applications, application receipt confirmations, tracking proposal status, grant acceptances, grant extensions, special award conditions, work-plan and budget approvals, progress and final reports, financial reports, extension requests (follow all existing and new funder's compliance requirements).
3. Maintain all online systems such as CCR, Dunn and Bradstreet, Grants online, Grants.gov and FedConnect.
4. Review grant submittal instructions for all grant applications, assist with budget justification preparation, prepare/provide required financial and other supporting documents (e.g. Board of Directors list, non-profit status letter, federal forms), and submit funding applications once approved by Executive Director and as required by funder.
5. Record cash and in-kind match amounts required by funders

6. Prepare, manage and maintain Master Project Status Reports for all sub-awards including grantee information, start & end date, extended date, Grant ID Number and corresponding Federal Award Number, Award Amount, amount paid to date, Balance Due, and approved final match amount Forward Master Project Status Reports to, Project Coordinators, Contract Managers quarterly and monthly to Executive Director
7. Provide written acknowledgement for contributions/sponsorships.

Contract and Organizational Administration

1. Conference Calls:
 - Participate in 1-2 Management and Finance Committee conference call for financial report and budget presentation if needed.
 - Participate in 1-2 US Association Board Conference calls/meetings via conference call and take meeting Summary. Present financial information to board.
2. Managing Contract Administration:
 - Prepare and send all Association contracts and amendments after receiving information and approval to prepare from Executive Director. Track contract execution (send reminders as needed) and end-dates for all Association contracts and amendments.
 - Review and verify Actual Contract Expenditures agree with contract.
 - Print all invoices, compile and print approvals. Prepare Summary list and forward to Executive Director.
3. Mail and File Management:
 - Manage all mail for the Association including postage (sometimes expedited). Maintain filing system and file retention (paper and electronic) for all contractors, vendors, grantors, grantees and all financial files.

Products and Deliverables:

Completion date

Prepare and deliver checks for approved payments for the Association once a month with limited additional checks on as needed basis.	7 th of each month
Month end closing of accounting system including all required monthly adjustments, indirect calculations, bank reconciliation, cash draw downs, and credit card payments	monthly
Prepare and deliver financial statements to the Executive Director	Quarterly
Prepare and deliver bank reconciliations to Executive Director and GOMA Treasurer	monthly
Prepare and deliver financial reports and summaries for Management & Finance Committee and GOMA	February & April/May
Prepare and deliver required financial reports for all Government Funding	when required
Prepare and deliver financial statements to Program Managers and fiscal agent representatives via e-mail and to other program managers upon request	quarterly
Prepare Annual Operating Budget for next fiscal year	May

Prepare projections of income reserve account balances (unrestricted and restricted), and indirect rates	February/May
Prepare and deliver year end expense predictions	May
Prepare and send all Association contracts	Annually and on-going
Prepare and store all hard copy files and files retained including contractor, vendor, grant and grantee files	Annually
Invoice for funds and track all payments received	As needed
Track check and credit card payments (via PayPal) and perform all banking on behalf of Association and RARGOM	As needed
Prepare and send IRS Forms 1099, 1096	Annually