



**Gulf of Maine Council on the Marine Environment/Gulf of
Maine Association
Six Month Scopes of Work
Contracted through Gulf of Maine Association
For January 1, 2016 – June 30, 2016**

**Document for November 24, 2015 Secretariat Meeting
Prepared by Cynthia Krum
GOMA Executive Director
In Coordination with Contract Managers**

TABLE OF CONTENTS

<i>PROGRAM CATEGORY/CONTRACT TITLE/CONTRACTOR NAME</i>	<i>PAGE</i>
<u>Core Services</u>	
Council Coordination (\$23,500 + up to \$4,000– 6 months) <i>Joan LeBlanc</i>	2
<u>GOMA Management & Administration</u>	
Executive Director and Administration for the Gulf of Maine Association (\$17,320 – 6 months) <i>Krum Steele Consulting</i>	5
Bookkeeper for the Gulf of Maine Association (\$10,800 – 6 months) <i>Balanced Seacoast Accounting, LLC</i>	9

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

Contract Manager: Steve Couture, Working Group Chair

Contract Amount for continued tasks: \$23,500 (1-4 below)

Contract Amount for new tasks: \$4,000 (5 below)

Contract Dates: January 1, 2016 – June 30, 2016

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.
- Assist WG Co-Chairs 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 Co-Chairs, coordinate process for filling vacant Committee Co-chair, or Council seats.

2. Administrative and meeting support

Task 2.1: The Coordinator will provide operational and administrative support and council for the Working Group (WG) Co-Chairs. The Coordinator will assist the WG Co Chairs in the organization of up to one (1) virtual Working Group meeting, six (6) Secretariat conference calls, and up to one (1) virtual Council meeting, and one joint Working Group/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 Co -Chairs. Draft and finalize Working Group and Council meeting agendas in collaboration with the WG Co-Chairs.
- 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 Co-Chairs 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.
- Track in-kind meeting participation time – number of participants and number of hours.

Products and Deliverables:

- Agenda placeholder lists and final agendas for meetings per task 2.1
- Completed briefing packet - seven working days prior to meeting
- Compile presentations from presenters as available
- Spreadsheet of meeting in-kind submitted to GOMA Executive Director

Task 2.2: Attend and provide summaries for meetings 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 Co-Chairs to evaluate accomplishments at the end of the meeting.

The Coordinator will prepare a draft list of key action items / decisions within seven (7) days of the meeting's conclusion and distribute to the meeting body (WG, Council or Secretariat). The Coordinator will prepare a final draft list of key action items / decisions, with comments incorporated, along with any other related meeting documentation, and distribute to the WG and Council within two (2) weeks of the meeting's conclusion.

Task 2.3: Provide ongoing support and assistance to 2-year Work Plan Committees.

Specific work elements for the Coordinator include:

- Assist up to two (2) Committees in the scheduling and organization of Committee meetings as needed.
- Assist up to two (2) Committee Co-Chairs with development and/or revision of Terms of Reference.

Products and Deliverables:

- Up-to-date committee Terms of Reference - as needed

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

4. **GOMC Awards**

Task 4.1: Coordinator will coordinate GOMC Awards effort including solicitation of awards, selection of recipients and coordinating awards event.

Products and Deliverables:

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

5. Project Based Contractor Selection and Scopes of Work (up to additional \$4,000)

- Oversee Contractor Selection for new funding sources if it was not already predetermined in funding proposal
 - a. Coordinate Contract Managers/Committee Co-chairs to prepare contract position announcements and coordinate with Information Technology contractor for release and send announcement to GOMC Working Group and Council.
 - b. Coordinate committee co-chairs/contract managers to carry out competitive review process and contractor selection.
 - c. Collect applications and documentation of competitive bid process and forward to GOMA Executive Director (ED).
- Contract Management: Recruit and decide on new Contract Managers if committee co-chair cannot provide service. Put Contract Manager at top of Scope of Work.
- Project Based Scopes of Work: Coordinate with Contract Managers to prepare final Scope of Work and/or amended Scope of Work and contractor budget, start and end dates, project lead and contract signatory information for project based Contractors and forward to GOMA ED based on agreed upon funding received and timeline (scopes should include preparation of progress and final reports, and match documentation if required).
- Provide project based Contractor Scope of Services document in coordination with next fiscal year budgets.
- In coordination with contract managers, prepare requests for extensions to grantors and provide to GOMA ED for submittal.
- Coordinate with GOMA ED on transition to new method

6. Reports**Products and Deliverables:**

- Coordinator will provide a monthly work report to the WG Chair and to the Gulf of Maine Association.
- Coordinator will complete progress and final report for NH DES contribution agreements that directly funds council coordinator

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

Contract Length: January 1, 2016 – June 30, 2016

Contract Amount: \$17,320

Source of Funds: Management and Administrative Fee

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 for Annual Operating Budget for following year:
 - Review income and provide expense information for individual project budgets
 - Review preliminary drafts and final version of budgets and summaries with Bookkeeper
 - Prepare information for future year projections
 - Review recommendation from Bookkeeper and decide on Can. exchange rate for budgets.
2. Internal Financial Reports: Determine schedule and format, provide information and review Financial Reports for Gulf of Maine Association (GOMA), Gulf of Maine Council/Working Group (GOMC), and Fiscal Agent projects.
3. Oversee preparation of form 990's
4. Presentations: Present Budgets in one meeting of the Secretariat Team; one GOMA Board of Directors meeting. Present to Fiscal agent leads as needed.
5. Fund Accounting and Estimates:
 - Consult with Bookkeeper on fund accounting on an as needed basis.
 - Provide expenditure estimates and six-month prediction information to Bookkeeper and review Budget vs. Actual Results Analysis.
 - Review management and administrative calculations and reserve account balances, cash-flow forecasts and propose and oversee management practices with GOMA.
 - Communicate with NROC Co-chairs, or fiscal agent leads as needed.
 - Track actual expenditures for all programs and each grant against budgets in coordination with Bookkeeper
6. Act as resource to Fiscal Agent lead contacts for contracting and invoicing for:
 - a. NROC
 - b. RARGOM

7. Oversee Payments:

- Receiving invoices and contract manager approvals, coding, and submission of invoices, review summary list with amount and funding source for all invoices that are ready to pay from Bookkeeper (check against, contracts and grant requirements) and forward final list of checks to GOMA Board president or designee.
- Oversee Bookkeeper filing of all invoices and approvals.

8. Internal Controls: Provide recommendations, carry out, and make decisions regarding internal controls and GOMA policy, practices and documents.

9. Manage negotiation and receipt of contracts and invoicing for:

- Annual Dues: provide dues payment predictions and oversee bookkeeper's preparation of invoices and tracking receipt of payment. Oversee preparation of service agreements in lieu of dues.
- All other multiple funding sources received by the Association for the work of the Council and fiscal agent projects (federal grants, foundation grants, donations, meeting registration fees).

GOMC Funding Application Review

1. Review proposals and oversee form preparation and submittal of grant applications, review application receipts.
2. Oversee tracking of proposal status and acceptance.

Grant Management from Grantors and to Grantees

1. Grant Contracts:
 - Negotiate all contracts from grantors including revised documents as needed.
 - Assure Association compliance with grant conditions.
 - Negotiate fund transfer methods such as contracts/contribution agreements if not part of a competitive bid process (includes coordinating with funders and answering questions)
 - Coordinate with Bookkeeper to submit all required contracting documents via online systems or manually. For all hard copy agreements, coordinate with Bookkeeper to ensure that all signature & notarized sections are completed, instructions for signor provided, and needed materials requested and attained (certificate of Good Standing, Vendor Forms, Form W-9, Account set up forms, etc.)
 - Oversee closing out of grants as needed.
2. Grant Management:
 - Coordinate with Council Coordinator to gather extension requests if needed.
 - Coordinate with Bookkeeper to submit grant extensions, special award conditions, work-plan and budget approvals, progress and final reports, financial reports (follow all existing and new funder's compliance requirements).
3. Reporting: Alert GOMC contractors or new contractor and Fiscal Agent leads for timeline for preparation of narrative progress and final reports (Note: Complete preparation of required narrative progress and final reports and submittal to

GOMA for GOMC funds will be added into contractor Scopes of Work).

4. Maintain GOMA Executive Director registrations with online systems such as CCR, SAM, Dunn and Bradstreet, Grants online, Grants.gov, FSRS and FedConnect.
5. Master Spreadsheets: Provide information and oversee Bookkeeper preparation, management and maintenance of Master Spreadsheet for each individual federal award. Coordinate with Bookkeeper to track payments on contracts and awards. Forward Master Project Status Reports to Project Coordinators, Contract Managers as needed.

GOMA Business Coordination

1. Coordinate 1 GOMA meeting date, 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. Prepare 1 GOMA Board Meeting Summary; prepare Executive Committee meeting summaries.
6. Maintain Board Record book at legal firm.
7. Negotiate fiscal agent agreements as needed and oversee agreements.
8. Coordinate with IT contractor to edit GOMA website as needed.
9. Collect mail.

Contract Administration and Contractor Communications

1. Contract Management:
 - Communicate with contractor's and contract managers concerning GOMA policies and practices.
 - Act as Contract Manager for the Bookkeeper
 - Provide orientation and support to Contract Managers as needed.
 - Assist Contract Managers with contract termination when necessary.
 - Coordinate Contractor/Contract Manager reviews. (March/April)
2. Contractor Selection
 - Retain applications and competitive review process documentation.
3. Contract Preparation:
 - a. Coordinate with Council Coordinator on timeline for completion of all Project Scopes of Work, start and end dates, project lead and contract signatory information.
 - b. Coordinate preparation of all Core Contractor (e.g. Council Coordination and Information Technology) and GOMA management Scopes of work.
 - c. Coordinate and make decisions, in accordance with funding requirements, with Council Coordinator to prepare contract amendments.
 - d. Approve final Scope of Work and Budget for contract preparation and coordinate execution of all GOMA (contractor and grantee) contracts, amendments and extensions.
 - e. Make decisions on changes to contract template as necessary.

- f. Provide information and oversee Bookkeeper preparation of Contracts.
 - Provide Statement of Work, contract amount, Budgets, start and end-date, contractor and signatory information
 - Review contracts before sent electronically by Bookkeeper
 - Review contractor spreadsheet
4. Provide Core Contractor Scope of Services document in coordination with next fiscal year budgets to Secretariat Team, Working Group, Council and GOMA.

Mail and File Management:

1. Gather and manage mail from P.O Box (except checks) for the Association. In coordination with Bookkeeper maintain filing system and file retention (electronic) for all contractors, vendors, grantors, grantees and all financial files.
2. Manage transition to electronic files whenever possible.

Meeting Participation and Working Group Chair Support

1. Participate in 1 Secretariat Committee call, and prepare documents and presentations for calls as needed.
2. Provide information as needed to Working Group Chairs related to GOMA.
3. Review and edit all financial/GOMA related sections of meeting minutes.
4. Review Meeting location agreements and costs if GOMA is paying.

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

Contract Length: January 1, 2016 – June 30, 2016

Contract Amount: \$10,800

Source of Funds: Management and Administrative Fee

Contract Manager: GOMA Executive Director

Note: Tasks/Deliverables below are for the Gulf of Maine Council on the Marine Environment projects, and fiscal agent arrangements with the Northeast Regional Ocean Council and 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 Executive director as needed.
 - Deliverable date: Ongoing
2. Compile financial, accounting and grant reports and forms including:
 - Master Spreadsheet for each individual federal 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, extension dates, match amounts if required, Federal Award Number and CFDA number.
Deliverable date: Every month
 - Complete and submit all required financial reports for Federal Funds.
 - Deliverable date: January 30 and April 30 2016 for most and as needed
 - Provide general ledgers, profit and loss statements, and balance sheet.
 - Deliverable date: Balance sheet – monthly; P&L and general ledgers - quarterly or as needed
 - Prepare Budget vs. Actual Results Analysis including cash flow position and unrestricted net asset balances.
 - Deliverable date: Quarterly
 - Financial and other forms for subaward filing and grant submittal (e.g. 424, 424A)
3. Prepare 1099 forms Deliverable date: January 31, 2015
4. Request and track receipt of all funds including:
 - Federal funds from all sources (draw-downs, checks and on-line payments) including invoicing, receiving, follow up when needed and status reporting. This includes changing/updating draw down procedures as required by funders.
 - Deliverable date: monthly drawdowns and status report with check-run; other items as needed
 - Funds from the Canadian Association (Executive Director will assist).
 - Deliverable date: As needed
 - Receipt of foundation grants, donations, meeting registration fees, and annual membership dues as needed including drawdown from PayPal account.
 - Deliverable date: As needed
5. Prepare Final Annual Operating Budget for next Fiscal Year and future year projections in coordination with Executive Director.

6. Deliverable date: Track application of actual indirect rate per budgets (vary based on funder limitations and year funding received).
 - Deliverable date: monthly with drawdowns and as needed
7. Make required filings such as annual reports with state and federal agencies as a 501(c)(3) nonprofit organization.
 - Deliverable date: May and as needed
8. Perform all payments and bank transactions:
 - Prepare list of approved checks and draw-down spreadsheet to forward to Executive Director
 - 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 Executive Director.
 - Deliverable date: monthly
9. Provide general ledgers, profit and loss statements, and balance sheet to Executive Director.
 - Deliverable date: Balance sheet – monthly; P&L and GL - quarterly
10. Maintain all online systems and registrations such as CCR, Dunn and Bradstreet, Grants Online, SAM, Grants.gov, FedConnect, and FSRS. Assist Executive Director with data entry.
 - Deliverable date: Prepare schedule for registrations and follow needed deadlines; data entry and approval tracking especially for FSRS, grants.gov and Grants Online as needed
11. Funding Requests/Agreements:
 - Review and edit draft budgets in proposals with information provided by Executive Director
 - Submit funding applications per funder requirements via grants online at direction of Executive Director
 - Prepare/provide required financial and other supporting documents (e. g. Board of Directors list, nonprofit status letter, federal forms
 - If hard copy, 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.)
 - Coordinate with Executive Director to ensure that all funding agreements are returned, signed and filed.
12. Provide written acknowledgement for contributions/sponsorships/meeting registration fees (RARGOM) as needed.
13. Prepare all contracts, get electronic signatures and track electronic execution.
 - Executive Director will provide Statement of Work, contract amount, Budgets, start and end-date, contractor and signatory information and will review contracts before sent
 - Maintain spreadsheet of contract execution dates, contract length, funding source and contract amount and provide to Executive Director

14. 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.
15. Other items as assigned in writing by Executive Director. Monthly work report and invoice submitted to Executive Director.