

## SCOPE OF SERVICES

The following provides an outline for both mandatory and optional services that are anticipated for Florida's implementation of the Oil Spill Impact Funding Program (Program) (**Pot #3/Gulf Consortium**) of the Resources and Ecosystems Sustainability, Tourist, Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act). It is the intent to establish a long-term partnership with the selected consultant(s) who shall work with the Gulf Consortium (Consortium) to develop the State Expenditure Plan required by the RESTORE Act. The anticipated initial contract term is 5 years with 3 options to renew. The optional services may be required at a later date but should be considered and submitted with responses. The mandatory services are: (1) Program Design and: (2) Plan Development. The optional services are: (3) Grant Management and: (4) Program Implementation. In accordance with the Gulf Coast Ecosystem Restoration Council's (Council's) Comprehensive Plan and its State Expenditure Plan (Plan) development guidance, along with applicable anticipated U.S. Treasury regulations, the consultant shall work with the Florida Gulf Consortium (Consortium) to develop the State Expenditure Plan and design and implement the overall Program. The work is broken down into four components: Program Design, Plan Development, Grant Management, and Program Implementation.

**Program Design means:** all activities of the Consortium to implement the requirements of the RESTORE Act.

**Plan Development means:** all activities to produce a State Expenditure Plan for approval by both the Governor of Florida and the Gulf Coast Ecosystem Restoration Council (Council)

**Grant Management means:** all activities associated with the financial accountability of RESTORE Act grants issued to/on behalf of/ or through the Consortium.

**Program Implementation means:** all activities for Plan execution, communications, program metrics, auditing and reporting.

### **1. PROGRAM DESIGN**

The development of the Consortium RESTORE Program that includes at a minimum:

- Timelines for all Program Components (Program Design, Plan Development, Grant Management, and Program Implementation)
- All resources anticipated for each Program Component to include:
  - Estimated cost
  - Estimated staffing

Deliverable: Gulf Consortium RESTORE Program (XX days after award)

### **2. PLAN DEVELOPMENT**

Deliver a Gulf Consortium State Expenditure Plan that includes at a minimum:

- Inventory and review of existing community, stakeholder and government plans and programs.
- Development of on-line forms and systems for project applications, review, public comment and tracking that is updated with current funding decisions by any funding source.
- A strategy for regionalism, water shed, or other grouping that will guide Plan Development.
- The amount of funding for each project, program and activity.
- The proposed start and completion date for each project, program and activity.
- A method to determine how best available science was used for each project, program and activity.
- A method to confirm that each project, program and activity contribute to the overall economic and ecosystem recovery of the Gulf Coast.
- A method to confirm that each project, program and activity is an eligible activity under the RESTORE Act.
- A method to confirm that each project, program and activity does not exceed the 25 percent limit for infrastructure **OR** a method to document exceptions as allowed by the Act.
- An estimation of collaborations, partnering or other matching funds that may greatly enhance a particular project, program or activity. This includes any leveraged funds.
- A communications plan that includes:
  - A strategy for robust public involvement, public meetings and interactive web sites that ensures the public's right to know. This includes public participation in the selection process.
  - A strategy and system that keeps local, state, and federal governments informed.
- A matrix of how projects, programs and activities are consistent with the Goals and Objectives of the Gulf Coast Ecosystem Restoration Council's Plan.
- Development of metrics that will be used in individual project, program and activity evaluation and ranking.
- A strategy for Consortium selection process that includes review by the State's Technical Working Group.

Deliverable: Gulf Consortium State Expenditure Plan

### **3. GRANT MANAGEMENT**

Develop a strategy and plan for grant management of RESTORE Act grants that may:

- Be received by the Consortium
- Be issued by the Consortium
- Be the responsibility of the Consortium
- Require contracts be issued by Consortium
- Require contracts issued on behalf of the Consortium

### **4. PROGRAM IMPLEMENTATION**

A Program Implementation Plan that will at a minimum include:

- Incorporate all four components of the Program
- Overall comprehensive Program Management System
- Management and reporting procedures
- Work plan/schedule with key implementation tasks and timelines

- Accountability and Monitoring Plan that includes:
  - Financial reporting and auditing policies and procedures
  - Project, program and activity effectiveness tool
- Management and organizational structure chart
- Project review and tracking process flow chart
- Continued public engagement approach and strategy
- Communications plan for ongoing public outreach and information flow
- Metrics that will be used to measure overall program progress, and success
- 5-year Program Budget