

ATTACHMENT A-2 – REVISED STATEMENT OF WORK
FY 2016 – 2017

ADMINISTRATIVE AND SUPPORT SERVICES FOR THE IRL COUNCIL

I. Background & Introduction

The U.S. Congress recognized the significance of preserving and enhancing coastal environments with the establishment of the National Estuary Program (NEP) in the 1987 amendments to the Clean Water Act. The purpose of the NEP is to promote the development and implementation of comprehensive conservation and management plans (CCMPs) for estuaries of national significance. There are 28 nationally recognized estuary programs. The Indian River Lagoon was designated as an estuary of national significance in 1990. Since then the Indian River Lagoon National Estuary program (IRLNEP) has proven to be an effective partnership for advancing regional efforts to achieve the fishable and swimmable goals of the Clean Water Act. IRLNEP implements its CCMP through research, restoration, outreach and advocacy with its partners.

The St. Johns River Water Management District (District) served as the local sponsor of the IRLNEP and provided the IRLNEP with office facilities and administrative services. The District, South Florida Water Management District (SFWMD), the Florida Department of Environmental Protection (FDEP), numerous local governments within the IRL basin and other key stakeholders and lagoon supporters worked together to explore alternative organizational structures for sponsoring the IRLNEP that would allow for program expansion and enhanced impact on the IRL. In June 2014, the IRLNEP Advisory Board, an advisory body to the District Governing Board, voted to move forward with an inter-local agreement to create a new sponsor for the IRLNEP. An inter-local agreement between FDEP, the District, SFWMD, and Volusia, Brevard, St Lucie, and Martin counties, was executed on February 19, 2015. The IRL Council (IRL Council), a new independent special district of Florida, came into existence. The Council became the new local sponsor for the IRLNEP once it was established.

The District, at the request of the Council, procured an accounting and administrative services provider, Special District Services, Inc. for its IRLNEP operations effective August 18, 2015 and expiring on September 30, 2016. The agreement authorized renewal for two additional 12-month terms by the mutual and written consent of each party. The IRL Council desires to renew the agreement for an additional 12-month term.

II. Contractor Responsibilities

In the event federal money is used to fund all or a portion of this Agreement, Contractor must comply with the applicable federal requirements included in Exhibit 1.

A. Base Services Package

Administration

The administration of the IRL Council requires compliance with the Interlocal Agreement creating the IRL Council, as it may be amended from time to time. Contractor must be well versed in the Interlocal Agreement and all Florida Statutes that pertain to special districts, especially Chapters 163, 170, 189, 197, 198, 298, and 418. Contractor must also stay abreast of any legislative changes enacted or under consideration and advise the IRL Council accordingly.

The IRL Council receives federal funding from EPA and must comply with all pertinent federal rules and regulations related to the acceptance and disbursement of those funds. In addition to an in depth knowledge of state requirements related to special districts, Contractor also acknowledges that it is well versed with section 320 of the federal Clean Water Act, as amended, and any other pertinent federal regulations relating to the programmatic or fiscal execution of the national estuary program. Contractor is responsible to comply, as well as, assist the IRL Council with its compliance, with all applicable federal and state requirements.

Specific services to assist with administration of the IRL Council, such as accepting phone calls, deliveries, etc., may be requested by the IRL Council Board of Directors or Executive Director and will be handled primarily from Contractor's headquarters in Palm Beach County.

Financial Accounting and Budgeting/Financial Management Services

The IRL Council is a special district of the State of Florida. It will receive funding from numerous sources including local government, state government, federal government and private sources. Contractor is responsible for invoicing and receipting the IRL Council's partners for their annual contributions. Contractor is responsible for complying with the financial accounting and reporting associated with grants and governmental entities. Of prime importance is coordination with the EPA's National Estuary Program requirements.

The IRL Council will have numerous and varied expenses associated with its operation. Contractor is responsible for receipt and deposit, invoice processing, and payment by check or electronic transfer. Expenditures must be tracked with their associated funding sources.

Contractor is also responsible for assisting the IRL Council in preparing an annual budget and for keeping the financial and other records necessary for the administration and operation of the IRL Council and otherwise required by law. Contractor is responsible for performing all accounting functions of the IRL Council and is responsible to administer the assessment programs, both capital and operational. When requested by the IRL Council, Contractor will provide annual, and ad hoc, financial reports to various public agencies, including, but not limited to: U.S. Environmental Protection Agency, Governor's Office, and Florida Department of Environmental Protection; as well as, other public agencies.

Contractor is responsible for assisting the IRL Council in preparing for its annual independent audit to ensure compliance with special district requirements. As a financial control, all checks issued by Contractor must require two signatures by authorized persons and include sufficient backup material to identify the recipient and purpose.

Payroll

Contractor is responsible for processing all payroll of the IRL Council. Contractor will provide an electronic time sheet for payroll processing that can track time/charges to multiple tasks among multiple projects and funding sources. Contractor will ensure all wage deductions and withholdings are made. Contractor will calculate, file and pay all withholdings to government agencies as well as third-party benefit providers, such as Florida Retirement System and health insurance companies. Contractor will provide for direct deposit of paychecks to IRL Council employees and prepare or file all quarterly and other reports and forms required by law.

B. Cost Schedule

Contractor will bill on a monthly basis for services provided according to the cost schedule provided below. The cost includes travel, per diem, office supplies, copying fees, or other related expenses.

Each monthly payment will be authorized by the IRL Council’s project manager, subsequent to finding that the services and deliverables provided are acceptable. The renewal term of the Agreement will be for 12 months, beginning on the effective of October 1, 2016, and continue through the end of next fiscal year, September 30, 2017. The second renewal term, if required, will be for 12 months, which coincides with each fiscal year term.

Deliverable	Quantity	Monthly Fee	Total
Renewal 1: Fiscal Year: 10/1/16 – 9/30/17			
Accounting, Financial Management, and payroll processing	12 months @	\$3,000	\$36,000
TOTAL			\$36,000
Renewal 2: Fiscal Year: 10/1/17 – 9/30/18			
Accounting, Financial Management, and payroll processing	12 months @	\$3,000	\$36,000