



### **Core Services**

The Gulf of Maine Council on the Marine Environment was established in 1989 by the Governments of Nova Scotia, New Brunswick, Maine, New Hampshire, and Massachusetts to foster cooperative actions within the Gulf watershed. Its mission is to maintain and enhance environmental quality in the Gulf of Maine to allow for sustainable resource use by existing and future generations. Visit [www.gulfofmaine.org](http://www.gulfofmaine.org) for further information.

The Council is seeking support for core services, which include production of the *Gulf of Maine Times*, internal coordination and meeting facilitation, fund development, and information technology support. Both single providers and individual contracts for specific services will be considered. The Council encourages coordination of services. In your statement of interest, please indicate the services that you will provide. The US Gulf of Maine Association will manage the contract. The Council Chair and Working Group Chair (herein referred to as "Secretariat") will provide contract management.

### **Preferred Qualifications**

- Working knowledge of US state (ME, NH, and MA), and Canadian provincial (NB and NS), and federal coastal and marine environmental laws, policies, and programs.
- Network of contacts in state, provincial, and federal government as well as academic institutions and nonprofit organizations in the Gulf of Maine region (NB, NS, ME, NH, and MA).
- Proficiency in the goal areas of the Gulf of Maine Council on the Marine Environment.
- Ability to provide specific tasks/deliverables listed below.

### **Tasks and Deliverables**

\*Note: Approximate percentage listed below is of funds available, not time required to perform service. A complete list of deliverables for each core service will be provided prior to interviews.

#### **1. Gulf of Maine Times 30%\***

Two paper issues and corresponding Web editions of the *Gulf of Maine Times (Times)* will be produced. One of these issues will be partially produced by the start of the contract. There may be an opportunity to produce up to two additional paper issues and corresponding Web editions of the *Times* if supplemental funding is acquired. The Outreach Committee determines editorial policy, style, and other details required to produce the *Times*.

- Create a production schedule for each issue and circulate it to the US Association Executive Director, Secretariat, Outreach Committee Co-chairs, assistant editor, designer, reader, database coordinator, production house, and any other individuals involved in the production, distribution, circulation, and payment process.
- In coordination with Outreach Committee and assistant editor, identify and assign articles for each issue.
- Circulate the list of articles to the *Times's* editorial board and advisor for comments.
- Work with writers for timely delivery of complete and accurate articles and artwork.
- Send articles for review to *Times's* editorial board and Outreach Committee Co-Chairs. Editorial board members will review the articles for accuracy, flow, balance, and readability, and return comments via email. Review comments and determine any necessary article changes.
- Work with assistant editor to edit and proofread at various stages during the production of the paper and Web version.
- Create a final electronic layout.
- Work closely with a contracted printer to assure timely and accurate publication and distribution of the newspaper. Costs to print and mail two issues of the *Times* are the responsibility of the contractor (The Council spent \$19,400 in FY08 to print and mail two issues).
- Update and maintain the *Times* mailing lists and upload and send to a contracted printer for each printing.
- Propose annual budget and help facilitate financial operations for the *Times*.

## **2. Internal Coordination and Meeting Facilitation 25%\***

Council, Working Group, Management and Finance, Secretariat Team, Committees, and Subcommittees require ongoing assistance and coordination.

- Provide contract management for contractors of Committees and Subcommittees in coordination with co-chairs.
- Facilitate communication between Committees and Subcommittees.
- Collect annual Work Plans from Committees and Subcommittees.
- Track action items, assignments, and deadlines of Work Plan.
- Track events and publication lists for inclusion in Annual Report.
- Provide conference call line and make reservations for Management and Finance, Secretariat Team, Committees, and Subcommittees. Fees for the conference call line are the responsibility of the contractor (The Council spent \$1,320 for this service from July 1, 2007 to June 30, 2008).
- Prepare and electronically distribute briefing packets for two (2) Council meetings.
- Provide facilitation support to the Council Chair at two (2) Council meetings.
- Prepare and electronically distribute briefing packets for four (4) Working Group meetings.
- Provide facilitation support to the Working Group Chair at four (4) Working Group meetings.
- Create, maintain, and update People Finder and listserves according to changes in membership of Council, Working Group, Management and Finance, Secretariat Team, Committees, and Subcommittees.
- Maintain online *Reference Handbook*.

## **3. Fund Development 25%\***

Funds are needed to further activities outlined in the Work Plan and supplement core services.

- Work with co-chairs of Committees and Subcommittees to further define Work Plan activities, identify funding opportunities, and write successful proposals.
- Work with Management and Finance to secure supplemental funding for core services.

## **4. Information Technology Support 20%\***

Basic web services must be maintained for Council administration. There may be an opportunity to work on additional information technology projects if supplemental funding is acquired. This will include meeting by teleconference or in person to help develop project specifications and provide advice on best options within the Council information technology infrastructure.

- Respond to questions, defect reports, and requests regarding Web site, mailing lists, databases, and server.
- Provide support for the Council's dedicated server.
- Secure dedicated server (fees for the server will be covered by the Council) with most up-to-date software updates implemented. In the event the dedicated server is going to be offline for maintenance, work with Information Management Committee Co-chairs on scheduling and notification.
- Provide backups as needed of Council websites, databases, and non-RDBMS data on CD or DVD.
- Maintain online tools to administer Habitat Restoration Grants.
- Maintain the Ecosystem Indicator Partnership (ESIP) Monitoring Map online.

### **Term of contract**

September 1, 2008 - June 30, 2009 with an extension possible based on performance and funding.

### **Compensation range**

The consultant will be on contract with the US Gulf of Maine Association. The contract will not exceed \$133,500. This is a fee for service contract with no benefits or additional costs provided by the US Gulf of Maine Association.

### **Location**

The contractor will work from his/her/its fully equipped office in the Gulf of Maine watershed.

**Other requirements**

Applicants must meet US and Canadian federal contract requirements for receipt of federal funds.

**Proposal procedure**

Submit via an email to [julia.knisel@state.ma.us](mailto:julia.knisel@state.ma.us) electronic cover letter, resume, references, statement of interest, and work examples to Julia Knisel by May 15, 2008 at 5:00 PM ET / 6:00 PM AT. For questions, contact Julia Knisel, Working Group Chair, at [julia.knisel@state.ma.us](mailto:julia.knisel@state.ma.us).