FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
Contract Initiation Form

TO: Contracts Administrator, MS93

FROM: Kate Muldoon, GOMA/WMS   Contract/Project Manager, MS 3525

DATE: January 14, 2013

PROJECT TITLE: Introduction of High Risk Harmful Algal Blooms to the Gulf of Mexico via Ships' Ballast Water, Amendment 1 (one-time, no-cost extension)

EXISTING CONTRACT NUMBER (if applicable): WM991

PURPOSE (additional pages may be provided): Compile information to identify high-risk HAB introduction and transfer mechanisms and identify areas already known to be high risk or hotspots.

TOTAL ESTIMATED COST or COST INCREASE (DECREASE): $8,024.24 (no change)

PROPOSED METHOD OF CONTRACTING:

- ☐ Professional Services (Request for Statements of Qualifications (RFSOQ))
- ☐ Contractual Services (Select the proposed option from the list provided below.)
  - ☐ Invitation to Bid (ITB)
  - ☐ Request for Proposals (RFP)
  - ☐ Invitation to Negotiate (ITN) [For this option provide a memo of explanation as to why the ITB or RFP process is inappropriate for the services needed.]
- ☐ Governmental Unit (specify entity): ____
- ☐ Single Source (specify entity): ____
- ☐ Emergency (specify entity): ____
- ☐ Contract Exception (specify entity): ____
- ☐ Develop Grant Agreement (specify entity): ____
- ☒ Amendment of Existing Contract
- ☐ Funding Increment Increase/Ceiling Amount Increase (must be authorized in existing contract)

APPROVED: ____________________ Date: 1/24/13
Department Representative Authorized to Execute Contracts

93 1.24.2013

APPROVED: ____________________ Date: ____
DEP Chief Information Officer (required for ITR purchases)

Contract Development Information	
Project Title:	Introduction of High Risk Harmful Algal Blooms to the Gulf of Mexico via Ships' Ballast Water
Specify the county or counties where work is to be performed. If statewide, insert "Statewide" as your response.	Gulf-wide
Vendor/Recipient Name (if known):	Texas A&M University
Vendor/Recipient Address:	750 Agronomy Rd. College Station, TX 77843
Vendor/Recipient FEID/SS No. (as appropriate)	74-2125225

General Information		
Proposed Contract Length (in months):	8	
Include Renewal Option:	☐ Yes	☒ No
Requested Reporting/Invoicing Frequency:	4 months	
Proposed Contract Funding Amount:	$8,024.24	
Match Required, if any:	N/A	
Proposed Contract Ceiling Amount:	$12,000	
Are federal funds supporting this contract? If yes, specify federal grant and CFDA number.	NOAA F0973 CFDA: 11.473	
If the Contract is funded with State funds, will the State dollars be used as match to a federal grant? If yes, specify federal grant and CFDA number.	N/A	
Based upon completion of the appropriate Vendor/Recipient checklist, identify the relationship type between the Department and the Contractor. Attach the checklist to the initiation package.	☒ Vendor ☐ Recipient	
Is advance payment requested? Advance Payment Justification Form must be completed (DEP 55-222) Note: This option not routinely available for "for-profit" entities.	☐ Yes	☒ No
Do the services sought require any services to be performed by an architect, professional engineer, landscape architect or registered surveyor and mapper?	☐ Yes	☒ No
Are OCO (Equipment) purchases anticipated?	☐ Yes	☒ No
If yes, who will retain ownership at the end of the Contract?		
Are vehicle purchases anticipated?	☐ Yes	☒ No
If yes, who will retain ownership of the vehicle at the end of the Contract?		
Are land purchases envisioned under the Contract? If so, please explain the anticipated ownership of the land.	☐ Yes	☒ No
	Ownership:	

Will subcontracting be allowed?	☐ Yes	☒ No
Are travel costs eligible for reimbursement?	☐ Yes	☒ No
Will the Vendor/Recipient be responsible for collecting and or analyzing water, soil or air samples? (specify type)	☐ Yes Type:	☒ No
Will the Vendor/Recipient be responsible for providing the Department with any information technology resources (i.e. computer hardware, software, or consulting services)? If so, please briefly explain.	☐ Yes Explanation:	☒ No

Scope/Deliverables/Budget

Attached to the initiation package should be a detailed scope of services which includes a list of products/deliverables anticipated under the contract (progress reporting will automatically be included in the contract developed) and the proposed budget. For projects to be competitively procured, the scope/deliverables/estimated budget should also be attached. It is understood that the final scope/deliverables/budget package may be modified during contract negotiation/development.

Electronic copies of the scope/deliverable/budget must be made available to the Procurement Section staff member assigned your contract to develop. Once assigned, the Procurement Section staff member will contact the Department contract manager for the electronic information.

Payment Method Proposed
(mark all that applies with an "**X**")

Cost Reimbursement:	☐	Fixed Price:	☒	Fee Schedule:	☐
Cost plus Fixed Fee:	☐	Pay for Performance (Cleanup Activities):			☐
Other Specify:					

Specific Funding Information

	Funding Source 1	**Funding Source 2**	**Funding Source 3**	**Funding Source 4**
Org Code:	37304040000			
EO:	LR			
Fund/FID:	261019			
Category:	140076			
Year:	2012-2013			
Object Code:	132600			
Activity Code:				
Grant No.:	F0973			
Module:				
Project No.:	WM991			
Amount:	$8,024.24			
Total Funding Amount:				$8,024.24

Note: Funding from a fixed capital outlay (FCO) appropriation may require the submission of a request to the Governor's Office for full release of the budget before payments can be authorized. See your Division/District Budget Coordinator to discuss this issue and initiate the appropriate paperwork to insure that necessary budget authority is granted.

Estimated Expenditures by State Fiscal Year (SFY) (July 1 – June 30)					
Specify Fiscal Year Below:		**Funding Source 1 Amount**	**Funding Source 2 Amount**	**Funding Source 3 Amount**	**Funding Source 4 Amount**
SFY:	2012-13	$8,024.24			
SFY:					
SFY:					
SFY:					
SFY:					
Comments:					

Contract Manager Information	
DEP Contract Manager:	Kate Muldoon
DEP Office Name:	Gulf of Mexico Alliance/Watershed Monitoring
Mailing Address:	2600 Blair Stone Rd., Tallahassee, FL 32399
Telephone:	245-8579
SunCom:	
Fax No.:	245-7571
Email Address:	Kathryn.muldoon@dep.state.fl.us
Vendor/Recipient Contract Manager:	Mr. Travis Young
Office Name:	TAMU Research Services
Mailing Address:	Suite 2701, GSC 750 Agronomy Rd. College Station, TX 77843
Telephone:	979-862-7988
SunCom:	
Fax No.:	979-862-4593
Email Address:	tyoung@tamu.edu

Other Information
In the space below, the contract initiator is encouraged to provide any special instructions not included above (i.e., number of original copies needed for execution if more than two):
Amendment 1 is a one-time, no-cost extension that will end on March 1, 2013.