

# Memorandum

## Florida Department of Environmental Protection

Date: April 19, 2013

To: KATHRYN MULDOON, Project Manager, or their successor  
MS # 3525

From: <sup>TJB</sup> Tiffany L. Belcher, Procurement Section, MS # 93

Subject: **THIRD REQUEST** for authorization to close DEP Contract No. WM991 with  
**TEXAS A & M UNIVERSITY**

Our records indicate that the above referenced contract expired on **January 16, 2013**. Please **initial** in the spaces provided below and complete the attached "Project Manager's Contract Evaluation" form. Please return this memo and completed evaluation form to me at MS# 93 by **May 3, 2013**. If a response is not received by the requested reply date, we will continue to send notices to you and copy your Division/District Director's Office until a reply is received. If you have any questions regarding this memo or the attached evaluation form please contact me at 245-2361.

✓ All services under this contract have been "satisfactorily" completed and the file can be closed.

Project Manager's Comments: *After numerous discussions with Contracts & Disbursements, Contract Manager agreed that payment ONLY for Deliverable # 1 (including Tasks 1 & 2) would be appropriate*

The Bureau of Finance and Accounting, Contracts Disbursements Section has provided the following information regarding the closure of the above referenced contract. Their records indicate the contract balance at this time is **\$8,024.24** and that all advance payment requirements (if applicable) **Have** been satisfied. **If advance payment requirements have not been satisfied, this file cannot be closed at this time.**

Please **initial** in the appropriate space provided below. If you should have any questions regarding the account information above or require further instructions regarding advance payment requirements, please contact the Contracts Disbursements office at (850) 245-2465.

       The contract balance, as noted above, is correct and should be unencumbered, closing the contract file.

       All advance payments and associated interest earnings have been properly accounted for and any funds due to DEP have been returned. (If not applicable, put N/A in space provided)

✓ KM The contract balance and/or date does not agree with my records, please see my comments listed below and/or the attached information.

Project Manager Comments: *FDEP needs to unencumber \$3,024.24 for this grant. The invoice for Tasks 1, 2 & Deliverable # 1 were just approved for*

After completing this form and the attached information, please **sign and date** in the spaces provided below. *#6,000*

*Kathryn Muldoon*  
Project Manager's Signature  
Or Designee

*4/26/2013*  
Date

cc: Ruth Heggen, Procurement, MS# 93  
Lydia Louis, F&A, Contracts Disbursements, MS# 78  
Drew Bartlett, Director, MS# 3000

| PROJECT MANAGER'S EVALUATION OF CONTRACTOR'S PERFORMANCE<br>(Please Type or Print Neatly)                                                                                                                                                                                                 |                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CONTRACT NUMBER: WM991                                                                                                                                                                                                                                                                    | CONTRACT PERIOD FROM: July 17, 2012<br>TO: <del>January 16, 2013</del> March 15, 2013                                                                                        |
| CONTRACTOR NAME AND ADDRESS:<br>TEXAS A & M UNIVERSITY                                                                                                                                                                                                                                    | ACTIVITY: (Amendment 1)<br>Literature search & analysis; ballast activity records from all G&M ports; synthesis to identify ballast activity; HABs "hot spots"; final report |
| CONTRACTOR CONTRACT/PROJECT MANAGER:<br>Dr. Robin Brinkmeyer                                                                                                                                                                                                                              |                                                                                                                                                                              |
| DEP CONTRACT/PROJECT MANAGER: KATHRYN MULDOON                                                                                                                                                                                                                                             |                                                                                                                                                                              |
| ORIGINAL CONTRACT AMOUNT:<br>\$8,024.24                                                                                                                                                                                                                                                   | FINAL CONTRACT AMOUNT:<br>\$6,006                                                                                                                                            |
| PROJECT TITLE: Introduction of High-Risk Harmful Algal Bloom to Gulf of Mexico via Ships' Ballast Water                                                                                                                                                                                   |                                                                                                                                                                              |
| 1. EVALUATE CONTRACTORS TECHNICAL ADHERENCE TO SCOPE OF WORK AND COMMITMENT OF PERSONNEL (CIRCLE ONE OF THE FOLLOWING AND EXPLAIN): E VG <u>A</u> P U<br>Due to delay in contract execution, contractor no longer had a graduate student to assist. Was unable to complete final reports. |                                                                                                                                                                              |
| 2. EVALUATE CONTRACTORS TECHNICAL PERFORMANCE AND TECHNICAL APPROACH TO THE PROJECT (CIRCLE ONE OF THE FOLLOWING AND EXPLAIN): E <u>VG</u> A P U<br>Contractor submitted the data, had a good technical approach (SM), but ran out of time to complete the final deliverable.             |                                                                                                                                                                              |
| 3. EVALUATE THE CONTRACTORS SUBMISSION/DELIVERY OF REPORTS AND DELIVERABLES (CIRCLE ONE OF THE FOLLOWING AND EXPLAIN): E VG A <u>P</u> U<br>See above. Contractor unresponsive to calls and e-mails concerning late deliverables.                                                         |                                                                                                                                                                              |
| 4. EVALUATE THE CONTRACTORS QUALITY OF WORK (CIRCLE ONE OF THE FOLLOWING AND EXPLAIN): E VG <u>A</u> P U<br>Some portions of draft report were excellent; others, poorly fleshed out. Contractor's work was somewhat inconsistent.                                                        |                                                                                                                                                                              |
| 5. HAS CONTRACTOR ( ) OVERRUN, OR ( ) UNDERRUN THE CONTRACT ( EXPLAIN REASONS FOR EITHER)<br>N/A on overrun; underrun due to lack of completion of final report                                                                                                                           |                                                                                                                                                                              |
| 6. WOULD YOU RECOMMEND UTILIZATION OF THIS CONTRACTOR FOR OTHER PROJECTS? (CIRCLE ONE OF THE FOLLOWING AND EXPLAIN):<br>Yes No <u>Maybe</u> Contractor has good reputation and is respected in her field, but is unable to always stay on schedule (see below).                           |                                                                                                                                                                              |
| RECOMMENDATIONS AND ADVICE TO PERSONNEL CONSIDERING THIS CONTRACTOR FOR FUTURE WORK (EXPLAIN ANY PROBLEM AREAS)<br>contractor would be best as Co-PI, rather than single PI due to schedule and chronic issues.                                                                           |                                                                                                                                                                              |
| PROJECT MANAGER'S SIGNATURE:<br>                                                                                                                                                                       | DATE: 4/26/2013                                                                                                                                                              |

LEGEND: E=EXCELLENT; VG=VERY GOOD; A=AVERAGE; P=POOR; U=UNSATISFACTORY