

**Restoration Coordination
Category III RFP
Contract Management**

1. CALFED

▶ Program Managers

Direct and coordinate other CALFED staff to ensure that the objectives of CALFED are being met through the contracts.

▶ Contract Administration

Track proposals received, prepare and process contracts through state or federal process, conduct financial monitoring of contracts. Manage NFWF contract and consultant contracts.

▶ Project Management

▶ CALFED Staff (new hire or consultant contract)

Manage technical aspects of state and federal contracts - negotiate scope of services, oversee project progress, review and approve progress reports and related invoices, responsible for technical review of projects. Additional staff may be needed depending on volume and complexity of contracts.

▶ Additional State and Federal Staff or Other Consultants

Assist with project management and technical review when specialized expertise is needed.

2. NFWF

▶ Contract Administration and Management

Contract management for local and private contracts - assist with negotiations of scope of services, execute contracts, oversee project progress, coordinate technical review of projects, review and approve progress reports and related invoices, provide financial reporting.