



# MEMORANDUM

AGENDA ITEM III. M.2

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DATE:           SEPTEMBER 12, 2011

TO:             COUNCIL MEMBERS

FROM:          STAFF

SUBJECT:       PROPOSED WRITE-OFF OF RECEIVABLE

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The Council was under contract (for the period from October 1, 2009 – September 30, 2010) with the U.S. Department of Energy's subcontractor, NETL/LTI, to implement the Florida Gold Coast Clean Cities Coalition. The contract required certain performances including attending an out of state conference, conference calls with other Coalition members, and meetings and events sponsored by the Coalition. The contract would have paid the Council \$22,500.

Council staff recorded staff time implementing program activities; the cost of time incurred corresponds to the contract amount, \$22,500. During the contract period, there was a transition in program staff, and not all of the contract deliverables were achieved. The contract does not provide for an option for partial payment. The Council has been advised by Joan Gaspersic, NETL/LTI that it cannot collect on this receivable, and therefore it must be written-off (see attached email).

## Recommendation

Approve, in accordance with the Budget and Finance Policy Manual, the write-off of the \$22,500 for cost incurred for implementation of the Clean Cities Coalition from October 1, 2009 – September 30, 2010.

## Bob Cambric

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**From:** Joan Gaspersic [Joan.Gaspersic@BC.NETL.DOE.GOV]  
**Sent:** Thursday, December 16, 2010 12:25 PM  
**To:** Bob Cambric; Christine Heshmati  
**Cc:** Steven Richardson  
**Subject:** RE: NETL support contract reporting

Bob,

I just received clarification on something and need to let you know. Since you did not complete the base activities on your contract, you are not eligible to invoice for the base amount or for the options. I'm sorry that I previously gave you the wrong information. At this point in time, it is not necessary for you to submit an invoice or any other documents for the FY10 work.

You will be able to start fresh on the FY11 requirements and should be getting your contract modification within the next couple of weeks.

Again, I'm sorry for giving you the wrong information last week.

Joan

>>> "Bob Cambric" <bcambric@sfrpc.com> 12/15/2010 5:13 PM >>>

Joan:  
Attached are the reporting forms, sans the Invoice; I will need to coordinate with our Finance Director tomorrow for its completion. Also, attached is a final report narrative.  
Thank you again for your assistance.  
Bob

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**From:** Joan Gaspersic [mailto:Joan.Gaspersic@BC.NETL.DOE.GOV]  
**Sent:** Friday, November 12, 2010 11:30 AM  
**To:** Bob Cambric; Christine Heshmati  
**Cc:** Steven Richardson  
**Subject:** NETL support contract reporting

Bob/Christine,

Per Steve Richardson's request, I'm sending you the reporting requirements for your FY10 contract, detailed instructions on the reporting requirements, and the invoice template. The optional requirements in your contract are #1 and #3.

Please don't hesitate to contact me if you have questions or need further explanation.

Joan

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