



FLORIDA DEVELOPMENT DISABILITIES COUNCIL, INC

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ROLES OF THE COUNCIL TEAM MEMBERS IN THE OVERSIGHT AND MANAGEMENT OF COUNCIL CONTRACTS/PROJECTS

In general,

- An advisory Committee is formed –
 - To provide the varied types of expertise that are pertinent to the topic to ensure the relevant perspectives and approaches are considered; and
 - To gain the buy-in of the stakeholders in the ultimate success of the outcomes, by providing them an opportunity to offer input and begin building the necessary partnerships.
- The Council/Task Force Monitor is the voice of the task force/committee and provides the formal linkage between the task force/committee and the project/contract to ensure that the intent of the task force/committee is represented.
- The Project Manager (i.e., the council staff responsible for managing the project) is responsible for the day-to-day management and oversight of the project.
- The Task Force/Committee is responsible for meeting its goals and objectives of the state plan and has authority relative to the on-going operation of the project/contract.

The responsibilities of each of these Council Team Members in fulfilling their roles are as follows:

Responsibility of the Advisory Committee:

- Provide advice to the contractor relative to the planning, direction and implementation of the initiative.

Responsibility of the Council/Task Force Member Monitor

- Approves minor shifts in direction or services of the project/contract. (Note: The Monitor and Project Manager will jointly determine if the shift is minor for the monitor to approve or major for the full task force to approve.)
- Reviews manager's narrative status report for each deliverable.
- Reviews and approves "major" project deliverable documents prior to approval. Deliverable documents considered to be "major" for the purpose of monitor review and approval should be determined at the beginning of the project.
- Reviews year 2 and/or year 3 scope of work.
- Participates on the Advisory Committee
- Works in collaboration with the project manager to resolve problems
- Reports on the status of the project/contract to appropriate task force or committee.

Responsibility of Project Manager:

- Ensures that all requirements of the contract/project are being met.
- Reviews deliverables and products to ensure acceptability relative to contract requirements and project intent.
- Provides monitor with the narrative status report and any concerns/issues with the project/contract.
- Approves deliverable for payment (Exception: Deliverable documents identified as "major" and will also require the approval of the monitor.)
- Day-to-day oversight of the project
- Identification of emerging problems and possible solutions.
- Preparation of contract and amendments
- Work in collaboration with the monitor to resolve problems.
- Inform monitor of all amendments to the contract.

Responsibility of the Task Force:

- Review periodically the status of the project/contract, its achievement of contracted outcomes, and progress toward meeting goals and objectives.
- Approve major shifts in direction or services of the project/contract, including, but not limited to termination of contracts. (Note, if the shift in direction or services differs significantly from the description approved by the Program Planning and Evaluation (PP&E) Committee, then the shift being made by the task force should be brought to the attention of PP&E.)

Other:

- All projects should have an Advisory Committee unless determined by the task force/committee to be unnecessary.

- All projects/contracts will have a council/task force monitor with the exception of the Training/Conferences RFP-100 contracts. For these Training/Conferences RFP-100 contracts, a report on the status of each contract will be presented to the Leadership Committee at each of its quarterly meetings, in lieu of assigned monitors.
- Council monitors and/or task forces/committees have final approval for direction of the initiative in the event the advice of the advisory committee may be considered inconsistent with the intent of the task force/committee.
- Every council and task force resource member is expected to be the monitor for at least one Council initiative. Prior to a council or task force member being assigned to monitor a second Council initiative, all council and task force members on the committee or task force need be a monitor to an initiative.
- The number of council or task force monitors assigned to a project/contract will be limited to one unless a self-advocate requests a monitor partner.

Adopted June 6, 2008