**MEMORANDUM - REVISED**

**DATE**: 11/11/19

**TO**: CT Evaluation Committee

**FROM**: Lisa Skumatz / SERA Team

**SUBJECT**: October 2019 invoice for SERA Team for discussion / approval

Attached is the final October 2019 invoice for the EA team. Note this is higher than the one sent a few days ago.

**Hourly rate increase starting in October**: I reviewed the RFP we recently won, and it indicates our new contracted rates are meant to become effective in October. I have made two changes: 1) I updated the rates, and 2) I used 9 months of the old budget plus 3 months of the new budget (rates and hours) to identify the revised total budget I believe result for 2019. The revised annual total for EA team should be a total of $298,712.50, or **an increase of $11,086.50** for 2019 over the budget in the C&LM plan of $287,626. Note that the RFP also calls for budget totals of $328,970 for full calendar years for 2020, which is less than the C&LM plan (1700 hours). This should be corrected n March.

**Recalculated invoice total for October:** The revised EA Team invoice, using new hourly rates for the new team, plus the final hours submitted by one team member (instead of estimated) is used below, and it is compared to the new 2019 total maximum budget.

**Jump in EA Team invoices expected October through end of year**. This month (and last month) came the expected surge as contracts were approved and project design refinement began in earnest (along with transition), meetings on PSD, etc. We used more hours than proportionally for the month (long expected), but this may be a problem with continued high effort in November for the 14 projects. We expect high efforts again in November and December with:

* Update in evaluation plan
* Drafting RFPs
* Continued Project design / development
* Other (memos, etc.)

For your approval – final invoice with adjusted hours, fees, and budget. See note below regarding our budget monitoring.

* Invoice for January 2019: $21,336.50; 92% of year remaining, 90% of budget remaining.
* Invoice for February 2019: $16,772.75; 83% of year remaining, 84% of budget remaining.
* Invoice for March 2019: $26,835.50; 75% of year remaining, 75% of budget remaining.
* Invoice for April 2019: $16,506.00; 67% of year remaining, 69% of budget remaining.
* Invoice for May 2019: $11,850.00; 58% of year remaining; 65% of budget remaining.
* Invoice for June 2019: $15,849.50 – REVISED TO $20,025.50; 50% of year remaining; 58% of budget remaining.
* Invoice for July 2019: $16,592.75; 42% of year remaining; 52% of budget remaining.
* Invoice for August 2019: $14,552.50; 33% of year remaining; 47% of budget remaining.
* Invoice for September 2019: $32,828.00; 25% of year remaining; 36% of budget remaining.
* Invoice for October 2019: $52,011.25; 17% of year remaining; 23% of (new) budget remaining (20% of old budget).

Actual budget remaining (revised total)=$69,401.75 (or 133% of what we spend in October). Rest of months also large, but Chiodo and Jacobson transitioned out. Percent of budget remaining relative to amount spent by new team: 163% of October expenditures remaining. Team will be careful not to exceed our revised total.

