

## Olygeek

Coordinating Council meeting was held at CRE&T September 30, 2007, from 4:20 p.m. until 5:30 p.m – 115 Olympia Ave.

### ==Summary==

\*How to Hire a Contractor proposal document discussed and modified

Facilitator: John M.

Scribe: Ken

Agenda: Ken

Average attendees = Four for last four meetings - must have 4 attendees this meeting for a quorum.

### ==Check in ==

John M., John W., Ken, Brenda

\*\*Review, verify, clarify agenda

\*Has everyone read the agenda and prepared for an informed meeting?

### == Regular Business ==

\*New income ideas were discussed and new ideas are sought after. From 9-23-07

\*Paper flyers are working for bringing in new customers From 9-23-07

\*Council doesn't seem to be growing in numbers – regular active participants are not hanging around. From 9-23-07

\*Store is in need of a training document – those with input should contact John M. From 9-23-07

### ==Consented Items==

\*Commitments

\*John will commit to calling in the outstanding machines that have not been paid for.  
(From 9-16-07)

### ==Past Due Commitments==

\* Brenda will come up with a current list of non profits - Lisa will help with the phone calls (8-12-07) – Karen may be able to do this when hired as an independent contractor.

\*John M. will get a key policy together –

\*Corbin will call all the people on the Thurston County Community Services List(7-8-07)

### === Reports ===

\*Finances: (John M., John W.) –

\* Recycling (John M.) –

\*Public Relations; (Brenda) –

\*Systems; (Scott) –

\*Thrift Store (John M.) – clean up is a problem – more help is needed in this area. John would like to pick up some more carts to tote things around.

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- \*Disassembly (John M.) –
- \*Triage (John M.) –
- \*HR (Ken)
- \*Build (Corbin) –
- \*Safety Officer (John T.) –

\*Team Member Reporting(who is on which team) – this was cleaned up September 9, 2007

- \*\*1. Finance - (John M., John W.)
- \*\*2. Public Relations - ( manager - Brenda) Percy is interested in helping here.
- \*\*3. Web Site – Scott B.
- \*\*4. Thrift Store – (manager - John M.) - Brenda V., John T.
- \*\*5. Recycling (shipping - taking things to recyclers) John M.
- \*\*6. Disassembly – (John M. manager) Scott B.,
- \*\*7. Triage (receiving, testing) (John M. manager defacto) John W, Robert T., Thomas B.,
- \*\*8. HR (staffing) - Ken, John W, Scott
- \*\*9. Build (finished machines) - Ken, John W., John M., John T., Corbin W.,
- \*\*10. Infrastructure (John M. manager) – Ken,
- \*\* Safety Officer John T. or store coordinator

== Old Business ==

- \*Volunteer commitments – shift concept – Is this concept fundamentally sound?

==New Business==

- \*Key Policy (John M) –

==Late Add==

- \*Store training document – How to answer phone, fill out cash receipt, keep the desk clean,
- \*How to Hire a Contractor proposal document discussed and modified
- \*Offer an Internet Café to rent a computer by the hour - \$2.00 an hour?

Wrap-up ==

- \* Check Out

=== Next Meeting === October 7, 2007 from 4:00 to 6:00 p.m. at fgoly

\*Facilitator: John M.

\*Scribe: Ken

\*Agenda - Ken

- \* Suggest agenda items

The following meeting will be October 14, 2007

## Hire a Contractor Proposal Guidelines

Most proposals are comprised of the following components:

### Cover or Title Page

The title page contains the following information:

- Principal Investigator's name, address, phone number
- Title of proposal
- Sponsor name and address
- Period of performance with start and end dates
- Amount requested
- Submission date
- Signature of Principal Investigator
- Signature of Institution's Authorizing Official

### Abstract – executive summary

The abstract outlines the proposed work, including objectives, methodology, and significance of the work.

- A. I notice you seem to need or I see a need
- B. How does this need tie into what we do?
- C. What would you do to meet the need? (The basis of the proposal)
- D. How would you meet this need?

### Statement of Work

The Statement of Work provides a full and detailed explanation of the proposed work, typically including a project timetable. It should include general background information regarding how the project relates to previous and current work.

### Work background related to this proposal

### Bibliography

List all references cited in proposal from past work. Provide as necessary and available.

### Required Reviews

All proposals submitted to CRE&T must be reviewed and approved by the Board of Directors. In addition, a proposal may require additional protocol approval before submission or deadline date. These approvals include:

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- Use of Biohazardous Materials
- Conflict of Interest

### **Budget**

The budget includes a reasonable estimate of the financial support required to conduct the project, including justification of budget expenses.

Typical budget categories include:

- Direct Costs – (materials needed, additions such as upgrades)
- Indirect Costs
- Cost Sharing

### **Direct Costs**

#### **Salaries**

Must be licensed as a state business

#### **Fringe Benefits**

Offering use of the fast Internet as an example. All expectations spelled out.

#### **Equipment**

Any item of equipment having a unit cost of appropriate amount or more and a useful life of one year or more. Includes cost of shipping, installation, and fabrication.

#### **Materials and Supplies**

Expendable items with a useful life of less than two years or appropriate cost. Include description of category (e.g. DVD-RW) and best estimate of cost.

#### **Travel**

Domestic and foreign travel should be shown separately. List the name, destination, and purpose of trip. Include transportation costs (coach airfare), registration fees, accommodation fees, and other related expenses.

#### **Publication Costs**

Estimate the number of pages, page charges, and names of journals and Web sites if possible.

#### **Consultants**

List each consultant, their specialty or service to the project, and their daily, weekly or monthly rate of reimbursement, and show the consultant's total projected cost on the project. Include in the proposal a letter of collaboration and the consultant's relevant work background.

#### **Subcontracts**

A subcontract is a contracting to other organization(s) of some scientific or

programmatic aspect of the grant or contract made originally to CRE&T. Include in the main proposal the subcontractor's authorized proposal and budget.

**Other**

Other costs typically include items such as long distance telephone charges, research publications, fees, or other project related costs, usually less significant dollars than proposed in the other previously mentioned categories.

**Indirect Costs**

**Facilities and Administrative Costs (F&A Costs)**

F&A rates are negotiated with CRE&T – for instance a temporary building must be rented for temporary work.

List those facilities needed and time periods to be scheduled for these areas to be used for the project.

**Additional Information**

Additional information may consist of the following:

- Current and pending support. Anything that documents your skills and ability to complete this project successfully.
- Letters of support from may also be required.