

**Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Louisiana Seafood Promotion & Marketing Board

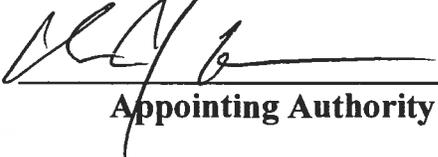
Recipient: Event Specialists of New Orleans, LLC

- Indicate:**
- Cooperative Endeavor Agreement
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program
 - Line Item Appropriation
 - Letter of Agreement

- | Yes | No | |
|-------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures: 

 Contract Monitor



 Appointing Authority

JUN 13 2014

 Date

JUN 13 2014

 Date

Legislative Auditor Reporting Requirements

Office of the Lt. Governor/Department of Culture, Recreation & Tourism

Agency/Program: Louisiana Seafood Promotion and Marketing Board

Recipient: Event Specialists of New Orleans, LLC

Consulting Services Contract (DCRT-OS-14-01; CFMS # 729436)

Total Amount of Agreement: \$8,200.00

Contract Period: 3/15/14 – 6/30/14

Purpose: The purpose is to enhance the public image of commercial fishery products, thereby promoting the consumption of these products.

Goal: The goal of this effort is to enhance the effectiveness of an Event designed to promote Louisiana Seafood as a premium product to chefs, restaurateurs and the general public.

Objectives: Contractor will utilize staff to provide logistical planning services and coordinate participation in the Event.

Performance Measures: The Contractor's performance will be measured based on the quality of the Event, the professionalism of the ESNO staff and the effectiveness in achieving the aforementioned goal.

Utility of Final Product: This project will result in chefs, restaurateurs and the general public being made aware of the premium quality of Louisiana seafood.

Explanation of "no" answer to the following question:

"Does the agreement indicate requirement of written progress report every six (6) months?"

The agreement spans less than 6 months.

