

CONTRACT REQUEST FORM (CRF)

CEC-94 (08/10)

CALIFORNIA ENERGY COMMISSION



☒ New Contract ☐ Amendment to Existing Contract: 200-10-005 Amendment Number: _____

| Division | Contract Manager: | MS- | Phone | CM Training Date |
|------------------------|-------------------|-----|--------------|------------------|
| 200 Financial Services | Kim DuVall | 19 | 916-654-4326 | 11/14/07 |

| Contractor's Legal Name | Federal ID Number |
|-------------------------|-------------------|
| AccuStaff | - |

| Title of Project |
|---|
| Temporary Help for Federal Recovery Act |

| Term | Start Date | End Date | Amount |
|-----------------------|-------------|-------------|-----------|
| New/Original Contract | 2 / 07 / 11 | 3 / 31 / 13 | \$ 74,500 |
| Amendment 1 | | / / | \$ |
| Amendment 2 | | / / | \$ |

| Business Meeting Information | | | |
|--------------------------------|--------|----------------------------------|--|
| Proposed Business Meeting Date | 2/2/11 | <input type="checkbox"/> Consent | <input checked="" type="checkbox"/> Discussion |
| Business Meeting Presenter | | Time Needed: | 5 minutes |

| Agenda Item Subject and Description |
|--|
| Approval of temporary support services contract. |

| |
|--|
| Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i> |
| <input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>) |
| <input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k. |
| <input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments. |

| Purpose of Contract or Purpose of Amendment, if applicable |
|---|
| To provide temporary support services to assist the Energy Commission's Federal Economic Recovery Program during periods of peak workload. The workload will be uneven with peak periods where contractor support may be needed for working with stakeholders, funding agreement preparation and dissemination, project monitoring and evaluation, and payment of expenditure claims. |

| California Environmental Quality Act (CEQA) Compliance |
|---|
| <p>1. Is Contract considered a "Project" under CEQA?</p> <p><input type="checkbox"/> Yes: skip to question 2 <input checked="" type="checkbox"/> No: complete the following (PRC 21065 and 14 CCR 15378):</p> <p>Explain why contract is not considered a "Project":</p> <p>Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because _____.</p> |
| <p>2. If contract is considered a "Project" under CEQA:</p> <p><input type="checkbox"/> a) Contract IS exempt. (Draft NOE required)</p> <p><input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____</p> <p><input type="checkbox"/> Categorical Exemption. List CCR section number: _____</p> <p><input type="checkbox"/> Common Sense Exemption. 14 CCR 15061 (b) (3)</p> <p>Explain reason why contract is exempt under the above section: _____</p> <p><input type="checkbox"/> b) Contract IS NOT exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.</p> |

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**Budgets Information**

| Contract Amount Funded | | Breakdown by FY | | | Funding Sources | | | |
|---------------------------|----------|-----------------|----------|------------|----------------------|---------|-----------------|----------|
| Funding Source | Amount | FY | Amount | Approved ? | Funding Source | FY | Budget List No. | Amount |
| ARFVTF | \$ | | \$ | No | Funding Source | | | \$ |
| ECAA | \$ | | \$ | No | Funding Source | | | \$ |
| State- ERPA | \$74,500 | 2010-11 | \$74,500 | No | State - ERPA | 2010-11 | | \$74,500 |
| Federal | \$ | | \$ | No | Funding Source | | | \$ |
| PIER - E | \$ | | \$ | No | Funding Source | | | \$ |
| PIER - NG | \$ | | \$ | No | Funding Source | | | \$ |
| Reimbursement | \$ | | \$ | No | Funding Source | | | \$ |
| Other | \$ | | \$ | No | Funding Source | | | \$ |
| TOTAL: \$74,500 | | TOTAL: | \$74,500 | | TOTAL: \$74,500 | | | |
| Reimbursement Contract #: | | | | | Federal Agreement #: | | | |

| Contractor's Administrator/ Officer | | Contractor's Project Manager | |
|-------------------------------------|--------------------|------------------------------|--------------------|
| Name: | Lisa Koregelos | Name: | Lisa Koregelos |
| Address: | 39 W. Main Street | Address: | 39 W. Main Street |
| City, State, Zip: | Woodland, CA 95695 | City, State, Zip: | Woodland, CA 95695 |
| Phone/ Fax: | 530-662-8607 | Phone/ Fax: | 530-662-8607 |
| E-Mail: | 530-662-6446 | E-Mail: | 530-662-6446 |

Contractor Is

- ☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☒ Solicitation Informal DVBE/SB Solicitation #: 200-10-204
☐ Non Competitive Bid (Attach CEC 96)
☐ Exempt Select Exemption

Civil Service Considerations

- ☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☐ The Services Contracted:
 ☐ are not available within civil service
 ☐ cannot be performed satisfactorily by civil service employees
 ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
☒ The Services are of such an:
 ☐ urgent
 ☒ temporary, or
 ☐ occasional nature
 that the delay to implement under civil service would frustrate their very purpose.

Justification:

This contract provides peak workload support for ARRA work, consistent with our previous temp support contract. ARRA workload is uneven and short term in nature which cannot be fully addressed by civil service positions. One example is the SEEARP rebate program. The workload and backlog are being addressed by civil service, temp help and students. A lot of the workload is clerical in nature and therefore not suited for a number of the professional/technical staff at the Commission. The rebate workload is extremely intense right now and will continue for approximately 90 to 120 days. Again, civil service positions would not be a good fit for this workload. A second example are the multitude of ARRA reports and invoices being submitted by subrecipients that need clerical review and filing in the Accounting, Contract, and Grants and Loans Offices - this workload will be intense over the next 6 to 12 months but will eventually go away. Again, not a good fit for permanent, civil service positions. Temporary help can assist us in these and a number of other ARRA areas in the short term.

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**Payment Method**

- ☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

Retention

1. Is contract subject to retention? ☒ No ☐ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

Justification of Rates

A competitive solicitation was preformed. The contract was awarded to the bidder with the lowest rate

Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Not Applicable
2. ☒ Meets DVBE Requirements DVBE Amount:\$ 2235 DVBE %: 300%
- ☐ Contractor is Certified DVBE
- ☒ Contractor is Subcontracting with a DVBE: C & G Technology Services Inc.
3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

If yes, check appropriate box: ☐ SB ☐ MB ☒ Yes

Is Contractor subcontracting any services?

If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

| | | | | |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|--|
| C & G Technology Services Inc. | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input checked="" type="checkbox"/> DVBE |
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Will there be IT expenditures? ☒ No ☐ Yes
3. Is the Contractor providing confidential information? ☒ No ☐ Yes
4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
5. Check frequency of progress reports
- ☐ Monthly ☐ Quarterly ☐ Other...
6. Will a final report be required? ☒ No ☐ Yes
7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☐ Yes

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

Contract Manager

Date

Office Manager

Date

Deputy Director

Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.

See Business Meeting Information Section.

| | | | | | |
|----------------------------|------|----------------------------|------|--------------------|------|
| Presiding Policy Committee | Date | Associate Policy Committee | Date | Executive Director | Date |
|----------------------------|------|----------------------------|------|--------------------|------|