

Memorandum

To: Contracts Office

Date : June 2, 2010

Telephone: (916) 657-3825

From : **California Energy Commission**
1516 Ninth Street
Sacramento CA 95814-5512

Subject : **TIME EXTENSION FOR CONTRACT - FACILITATED SESSIONS FOCUSED ON COMMUNICATION, LEADERSHIP, AND PROBLEM SOLVING SKILLS**

- A. Contractor: Robert J. Watson Enterprises, Inc. dba Resolution
- B. Contract Manager: Christina Edwards Contract Managers Training : September 2007
- C. Term of Contract:
Original Term May 20, 2009 – December 31, 2010
Revised Term May 20, 2009 – March 31, 2011
- D. Amount funded by this contract or amendment and funding source: \$193,201 - ERPA
- E. Purpose of Contract and if requesting amendment, reason for amendment. (Include how the Final Report will be used by the Commission, if applicable):

The California Energy Commission program activities and major policy documents often require cross-divisional interactions and the involvement of many outside stakeholders for successful completion of the work products. This complex working environment results in many products being completed by project teams whose members represent a variety of programs and interests. This matrix environment makes it essential that team members have a mutual vocabulary and technique for establishing goals and expectations and resolving conflicts and issues that may occur during the term of their project. For this reason, the Energy Commission's adopted Strategic Plan and Objectives for Organizational Development include goals to enhance various staff skills including creative thinking, problem solving, and effective group interactions. This contract will enhance the Energy Commission's leadership and communication skills and provide Energy Commission staff with facilitated opportunities for learning and developing communication focused skills which encompass problem prevention and conflict resolution. **Due to staff emerged in processing licensing cases, it will be beneficial to extend the contract out three more months to accommodate staff who cannot participate during the original contract term dates.**

- F. Scope of Work - Exhibit A - Scope of Work (page 4 amended)
- G. Cost Worksheet - Exhibit B – Cost Worksheet Detail (amended)

1. What payment method are we paying Contractor? Choose all that apply

- a. Reimbursement in arrears based on:
- Itemized Monthly Itemized Quarterly Flat Rate
 One-time Payment
- b. Advanced Payment Receiving Funds from other entity
 Other, explain _____

2. Do you anticipate retention to be released prior to the end of the Contract? If so, identify in Budget Detail what tasks are separate and distinct.
- Yes No

H. Selection Process Used:

- Solicitation using RFP, RFQ, IFB or PON
 Sole Source (attach sole source memo)
 Other government entity (i.e., state agency, federal or local government, air/water/school district)
 Other (explain) Request for Offer (RFO)

- I. Survey of Prior Work:
Not applicable for this contract.

- J. Civil Service Considerations:
Due to the advanced expertise and experience required to provide facilitated opportunities, there is a need to use individuals who have extensive knowledge and experience in group dynamics, creative problem solving techniques, use of facilitation tools, and coaching work groups. As a result, this work could not be properly performed by civil service employees.

- K. Information Technology Expenditures:
Not Applicable

L. California Environmental Quality Act (CEQA) Compliance:

- 1) Is contract considered a "Project" under CEQA?
 Yes No

If no, please complete the following (Public Resources Code (PRC) 21065 and 14 California Code of Regulations (CCR) 15378):

Explain why is contract not considered a "Project"? Contract will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves

Since this contract will provide only consultation services for the Energy Commission, this contract will have no significant environmental effect.

- M. Is Contractor a certified Small Business?
 Yes No

- N. Is Contractor subcontracting **any** services? If so, list them and identify if they are a certified Small Business?
 Yes No

O. Miscellaneous Contract Information:

- 1) Will there be Work Authorizations? Yes No
- 2) Is the contractor providing confidential information? Yes No
- 3) Is the contractor going to purchase equipment? Yes No
- 4) Will progress reports be required? If so, check frequency:
 Monthly Quarterly other (please describe)
- 5) Will a final report be required? Yes No
- 6) Are resumes attached for all consultants Yes No

7) Is the contract, with amendments, longer than a year? If so, why?
The contract is written for approximately two years to allow for enough time for employees to participate with the contractor on an intermittent basis through the term of the contract. This approach will provide all employees with adequate time to integrate their new skills in their work and gain feedback on how to further enhance the Energy Commission's new organizational approach to project management, conflict resolution, and performance feedback.

8) What basis did you use to determine that the price, or rate, is reasonable?
Be specific, this is required by DGS. Describe the steps you took to compare rates between firms i.e., did you conduct a phone survey? If only one bid was opened, in an RFP solicitation, you must state why that rate or price is reasonable:
Contractor is a CMAS approved contractor whose rates have been established by the state.

APPROVED:

Christina Edwards
Contract Manager

Date

Claudia Chandler
Chief Deputy Director
California Energy Commission

Date