

**FEDERAL ECONOMIC RECOVERY PROGRAM
TEMPORARY SUPPORT SERVICES
EXHIBIT A
SCOPE OF WORK**

PURPOSE

The purpose of this agreement is 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.

Desirable Experience/Qualifications for support staff:

- Ability to take directions well.
- Ability to work well under pressure and meet deadlines
- Exceptional organizational skills
- Above average skill and knowledge using Microsoft Office software applications, specifically Word and Excel.
- Excellent oral communication skills.

Task I

The Contractor will provide personnel to perform the following services:

- Phone and e-mail – answering phone and e-mail inquiries regarding the Energy Commission's Federal Economic Recovery Program. Disseminating phone messages and e-mail questions to appropriate technical staff. Providing general guidance and answering questions to public inquiries.
- Filing and copying – provide general assistance maintaining and filing documents. Provide reproduction assistance for various Federal Economic Stimulus Program documents such as program plans, funding award agreements, and financial and programmatic status reports.
- Type, prepare, and disseminate funding award agreements.
- Assist in the monitoring and progress of projects, including collecting and assembling project data such as project status, energy savings, job creation, and greenhouse gas reduction.
- Assist with the processing and payment of expenditure claims.
- Faxing and mailing programmatic and administrative documents.

- Any other services required to assist the Energy Commission with administrative and clerical activities necessary to implement the Federal Economic Recovery Program.

TRAINING

The Energy Commission will provide Contractor's personnel with appropriate training as determined by the Contract Manager.

WORK ASSIGNMENTS

The Contract Manager will notify the Contractor at the beginning of each week as to the anticipated future work needed, approximate number of hours, and duration which job classification will be needed. Work needed is determined on an as-needed basis, by the Contract Manager; there is no guarantee work will be needed at a given time, or for a particular job classification.